MediaTrans
Online captioning and subtitling tool & marketplace

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1. Introduction

iMediaTrans is an online resource which comprises a fully integrated toolset that is used for subtitling or captioning videos. This helps the clients to meet the vendors/freelancers to discuss the project. In iMediaTrans all the tools are integrated on the web and the clients have full visibility of the subtitling projects that are being done.

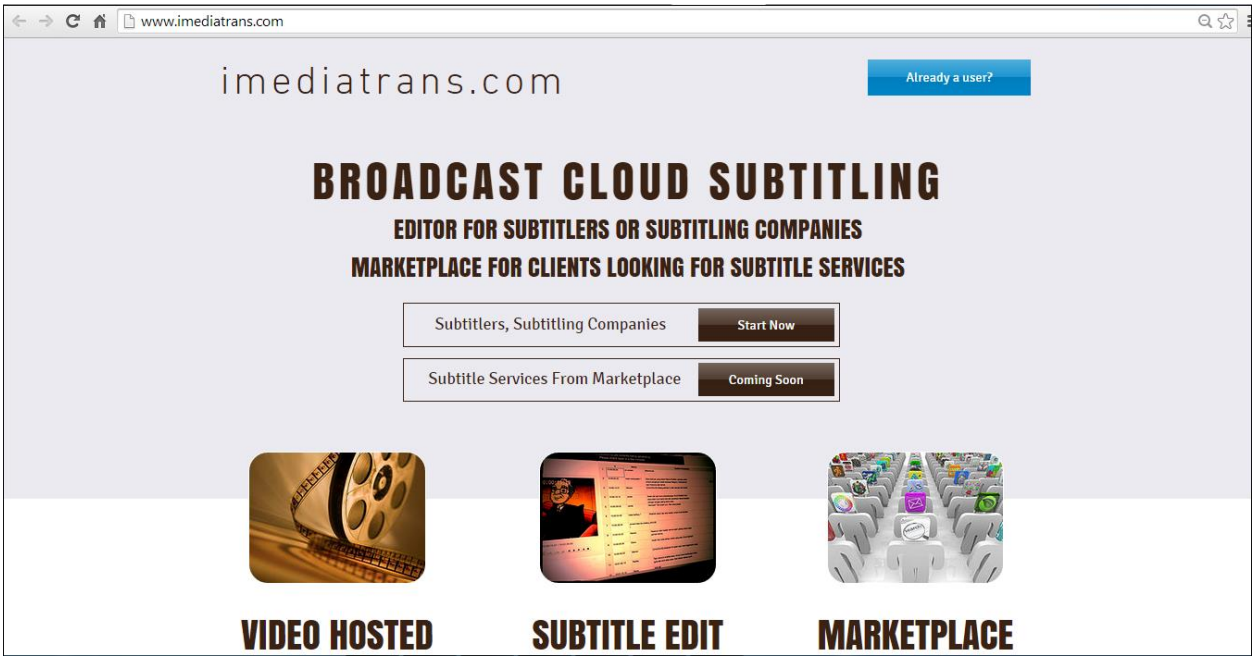
2. Accessing iMediaTrans

2.1 How to Register as a New User

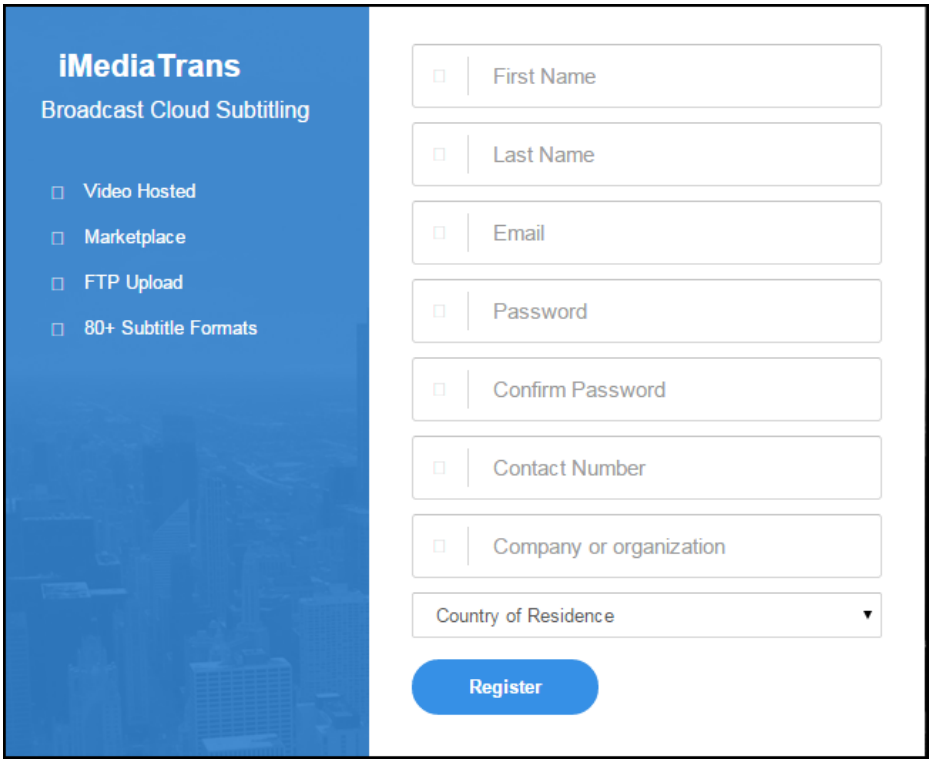
The user has to register with iMediaTrans before the user can login.

To register

1. Enter the URL (www.imediatrans.com) in the address bar of the browser. The following page is displayed.



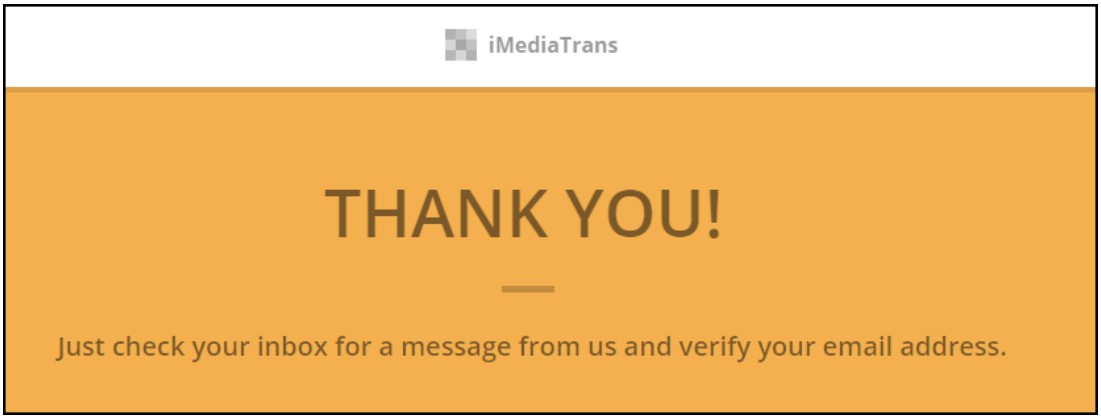
2. Click **Start Now**. The following page is displayed.



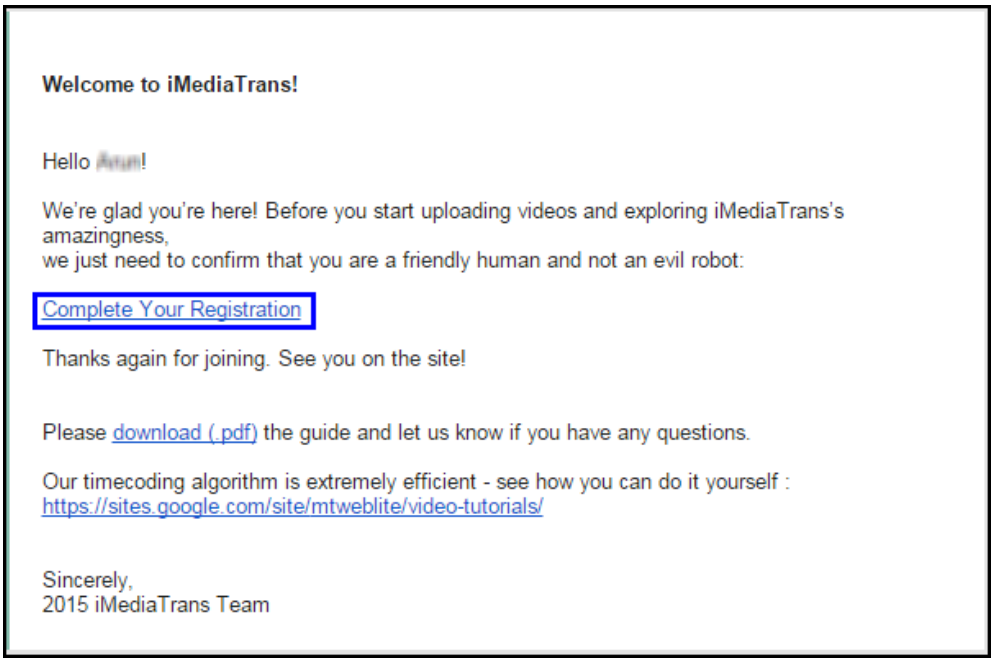
3. Enter the first name of the user in the **First Name** field.
4. Enter the last name of the project in the **Last Name** field.
5. Enter a valid email address in the **Email** field.
6. Enter the password to login in the **Password** field.
7. Re-enter the password to confirm in the **Confirm Password** field.
8. Enter the contact number of the user in the **Contact Number** field.
9. Enter the company/organization to which the user belongs in the **Company or Organization** field.

Note: This is not mandatory a mandatory field.

10. Select the country of residence from the **Country of Residence** field.
11. Click **Register**. The following page is displayed and a welcome email is sent to the registered email address.



12. Click **Complete Your Registration** link in the email to complete the registration process.

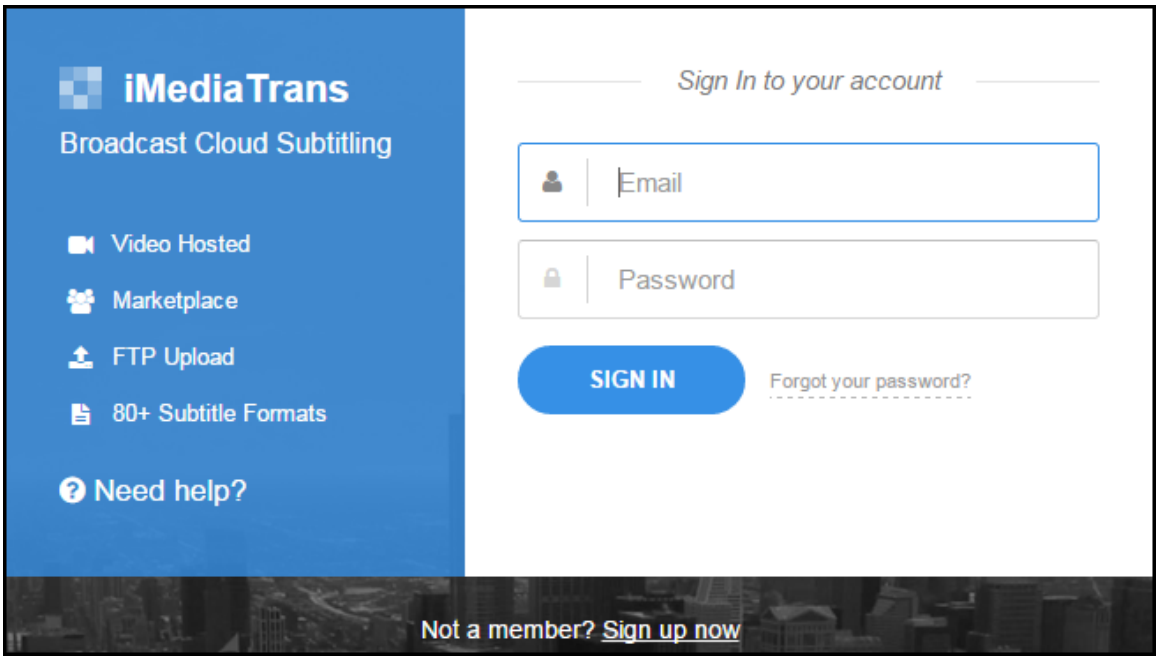

Welcome to iMediaTrans!
Hello [redacted]!
We're glad you're here! Before you start uploading videos and exploring iMediaTrans's amazingness,
we just need to confirm that you are a friendly human and not an evil robot:
Complete Your Registration
Thanks again for joining. See you on the site!
Please download (.pdf) the guide and let us know if you have any questions.
Our timecoding algorithm is extremely efficient - see how you can do it yourself :
https://sites.google.com/site/mtweblite/video-tutorials/
Sincerely,
2015 iMediaTrans Team

13. The homepage is displayed.

2.2 How to Login to iMediaTrans

1. Enter the URL (www.imediatrans.com) in the address bar of the browser. The following page is displayed.

2. Click **Already a User?** The following page is displayed.



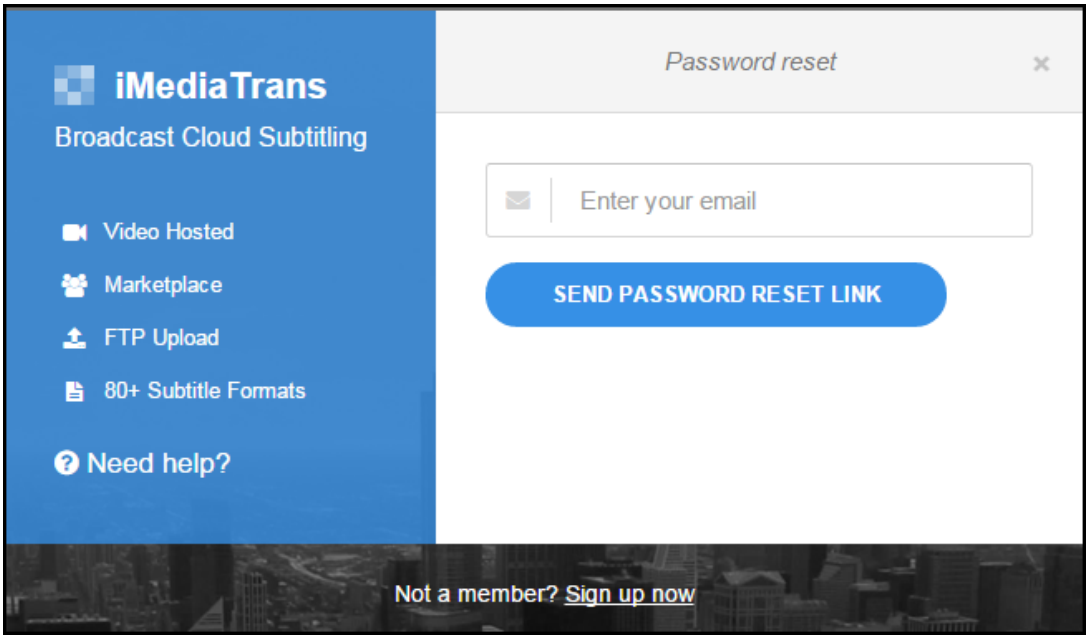
3. Enter the registered email address in the **Email** field.

4. Enter the password to authenticate in the **Password** field.

5. Click **Sign In**.

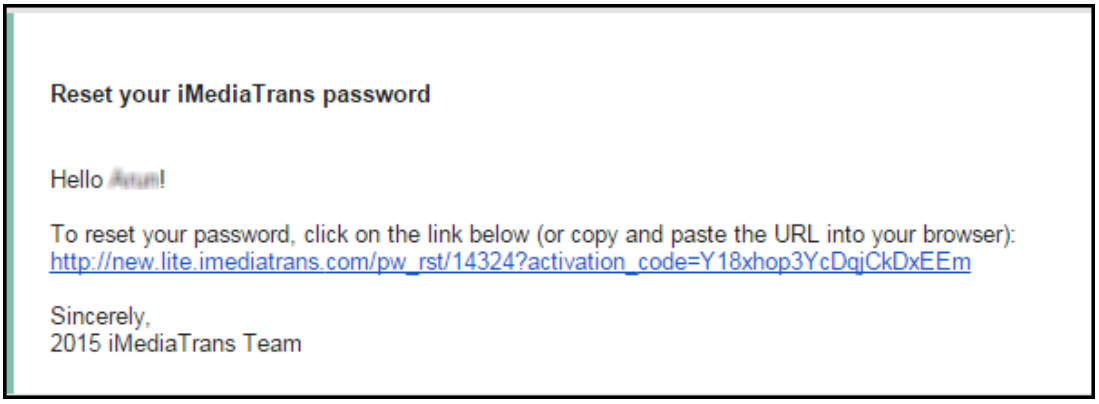
2.2.1. How to Recover the Password

1. From the Login page, click **Forgot your password?** The following page is displayed.

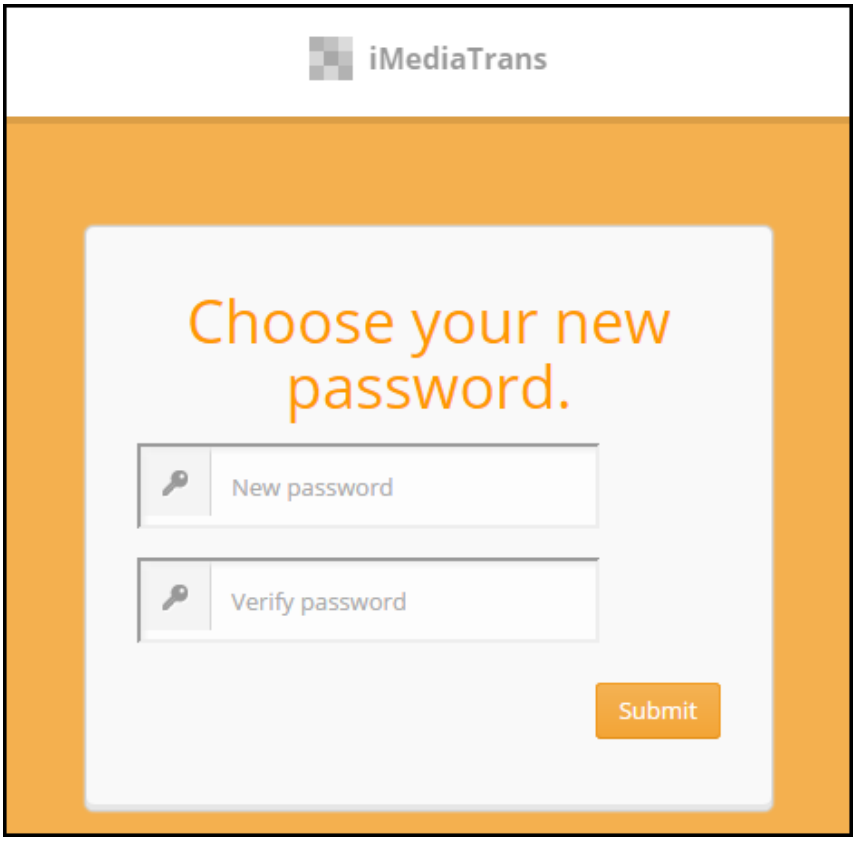


2. Enter the registered email address in the Email field.

3. Click **Send Password Rest Link**. This sends email with a reset link to the registered email address.


Reset your iMediaTrans password
Hello [redacted]!
To reset your password, click on the link below (or copy and paste the URL into your browser):
http://new.lite.imediatrans.com/pw_rst/14324?activation_code=Y18xhop3YcDqjCkDxEEm
Sincerely,
2015 iMediaTrans Team

4. Click the link in the email. The following page is displayed.



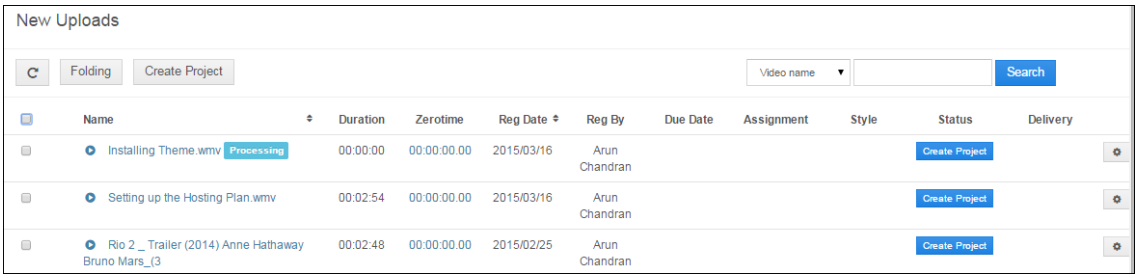
5. Enter the new password in the **New password** field.
6. Re-enter the new password in the **Verify password** field.
7. Click Submit to login.

3. Sections in iMediaTrans

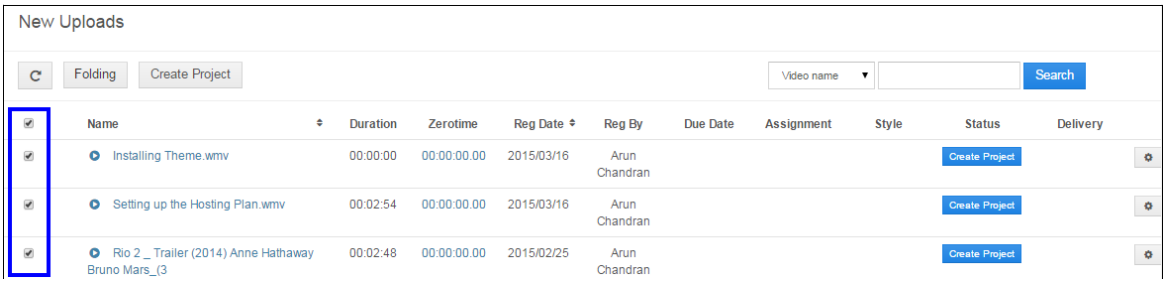
3.1 New Uploads

The New Uploads section displays the videos uploaded on iMediaTrans. You can select more than one video simultaneously and create projects.

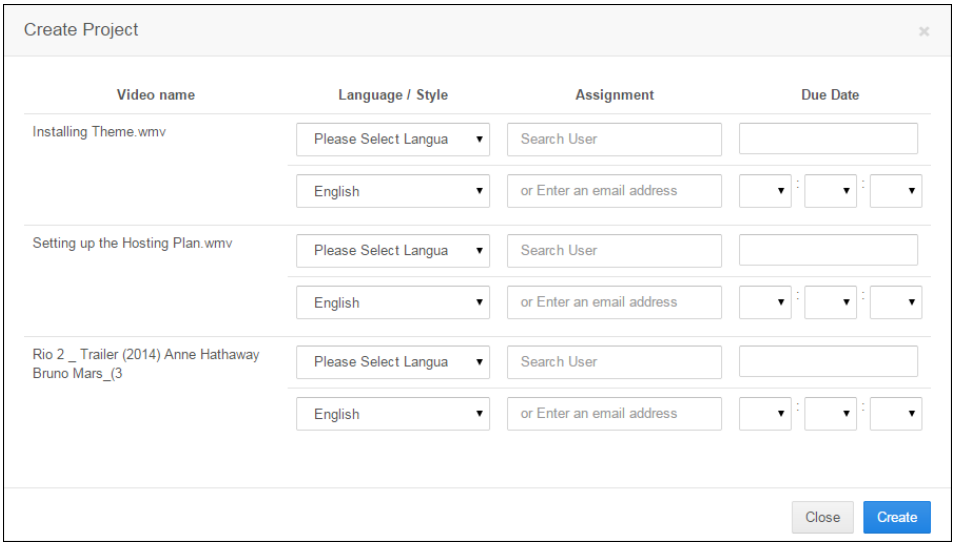
1. Once you login successfully, go to **New Uploads**. The following page is displayed.



2. You can select more than one file simultaneously as shown.



3. Once selected, you can click **Create Project** to create a new project. The following page is displayed.

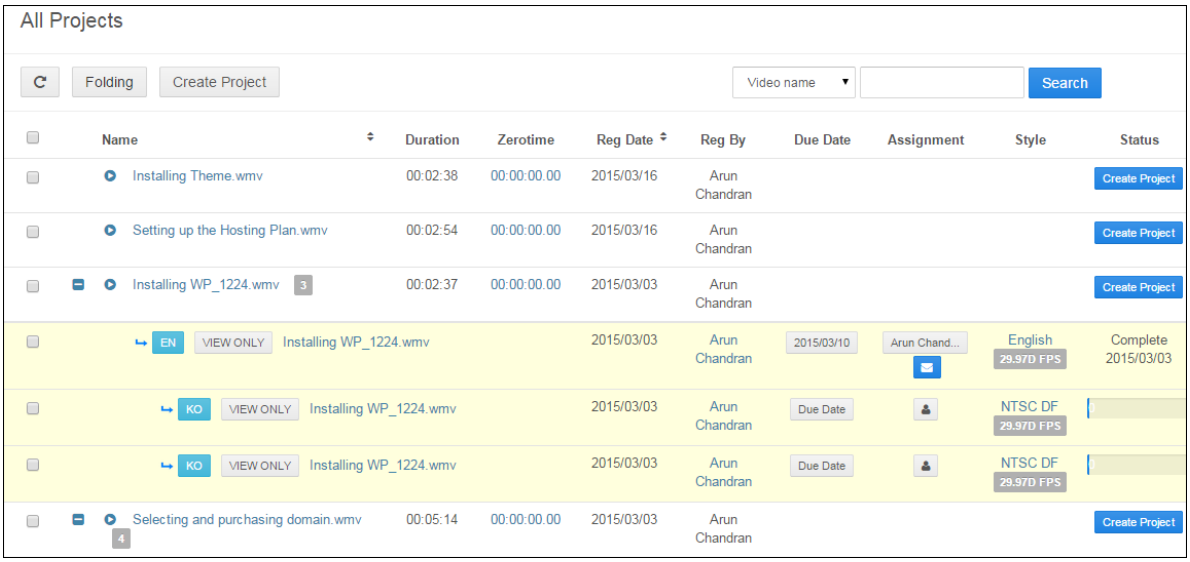


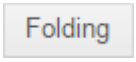
4. Refer Creating the Project for more information

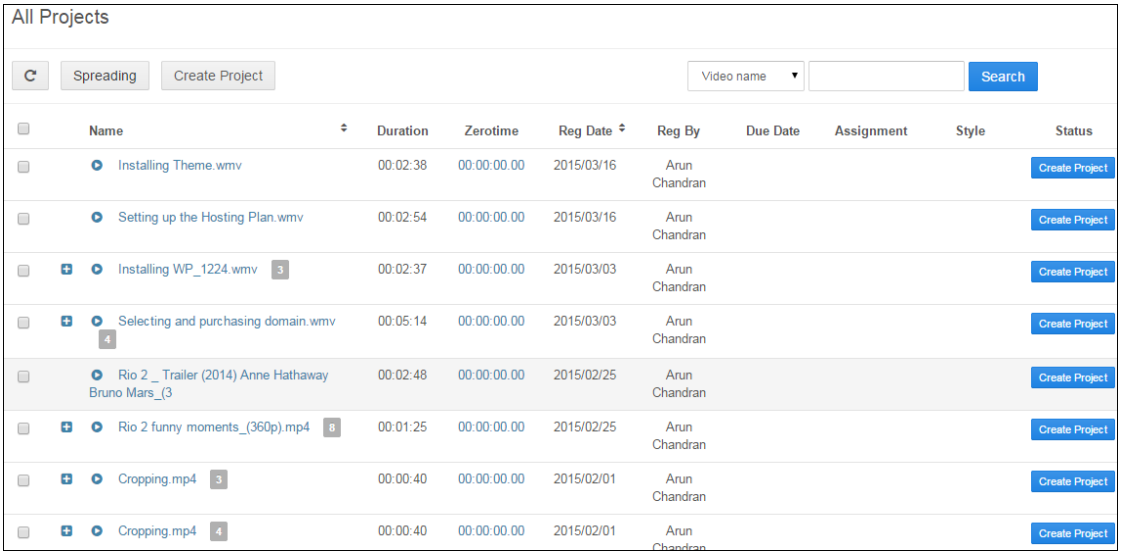
3.2 All Projects

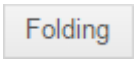
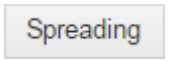
The All Projects section displays all the available projects.

1. Once you login successfully, go to **All Projects**. The following page is displayed.



2. Click  to minimize the tree structure and displays the **Spreading** button as shown.



Note: You can toggle the  /  button to minimize or expand the projects.

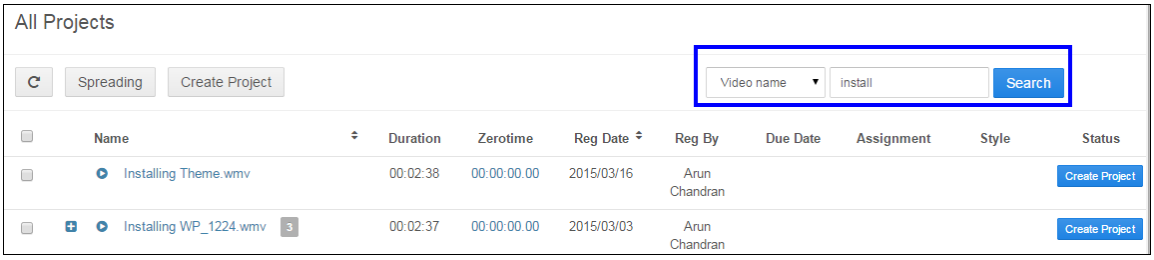
3.2.1. Searching the Projects Section

You can use the Search function to locate a specific project / video.

1. Select the required search criteria (Video name / Project name) from the dropdown list.

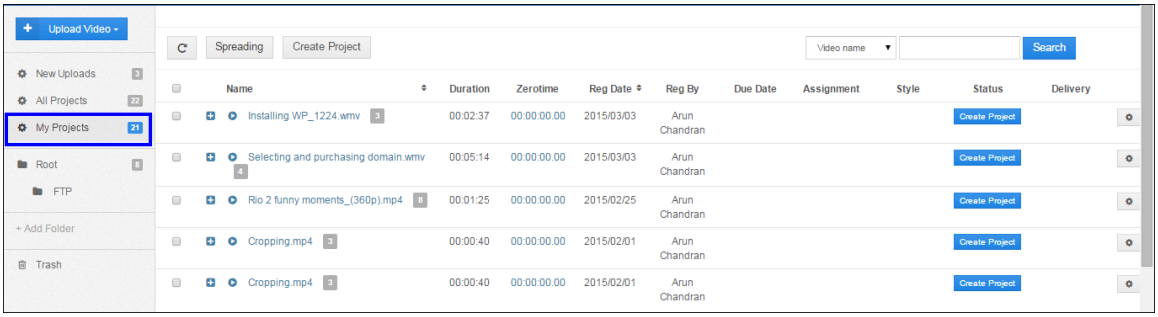
2. Enter the name of the video / project in the field.

3. Click **Search**. The videos / projects matching the search criteria are displayed.



3.3 My Projects

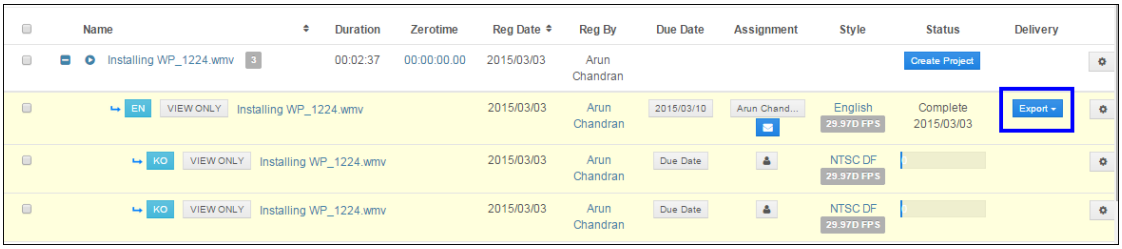
The My Projects section displays all the list of projects assigned to you as well as projects created by you.



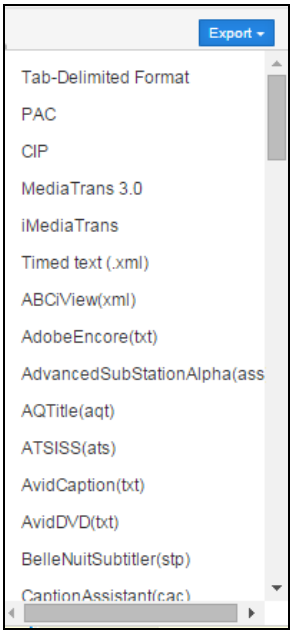
3.3.1. Exporting the File

This option enables you to export the file to a different format.

1. Go to **My Projects** and click **Export**.



2. The following list is displayed.



Note: The project should be "COMPLETE" in order to be exported, else the "Export" button will not be displayed.

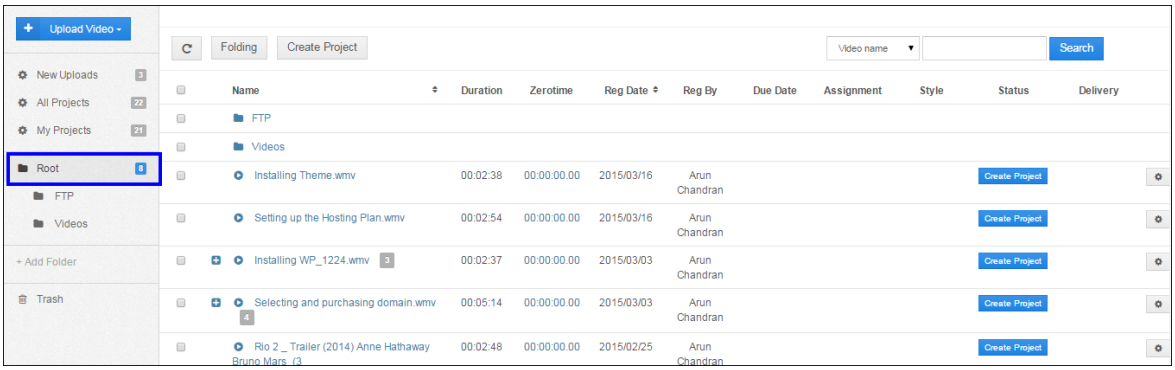
3. Select the required format from the list.

4. This downloads the file in the selected format.

3.4 Root

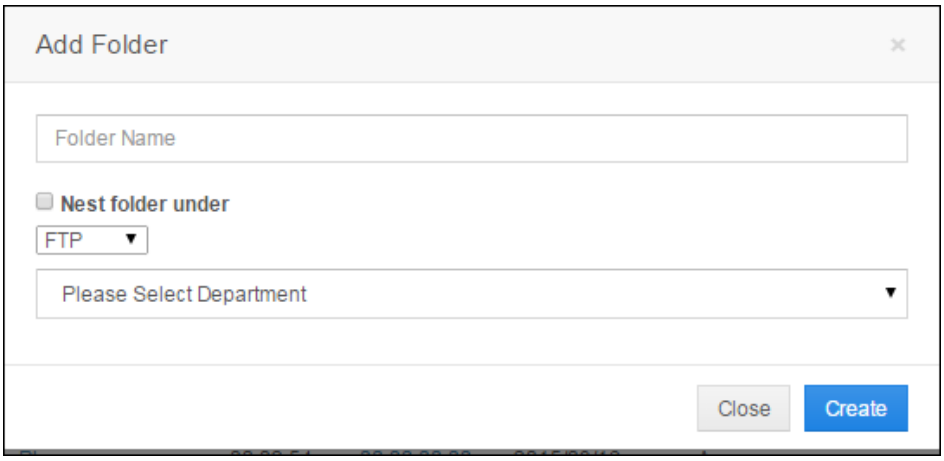
The Root enables you to create folders, which helps to classify the videos / projects.

1. Click the Root folder. The following page is displayed.



3.4.1. Creating a Folder

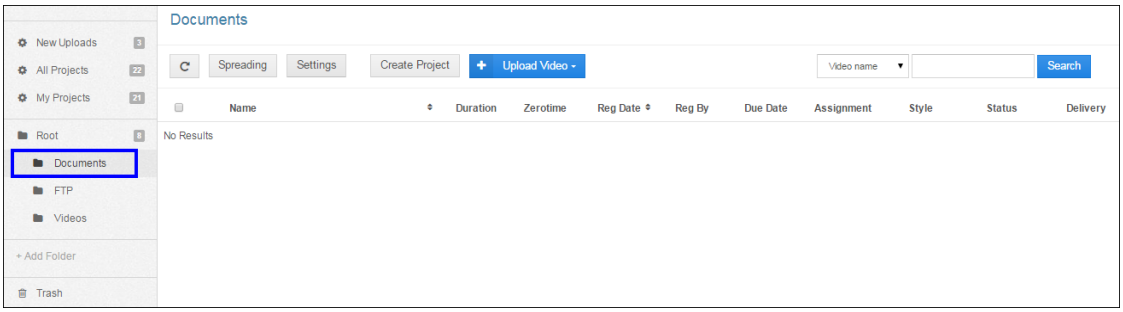
1. Click the **Add Folder**. The following popup window is displayed.



2. Enter the name of the folder in the **Folder Name** window.

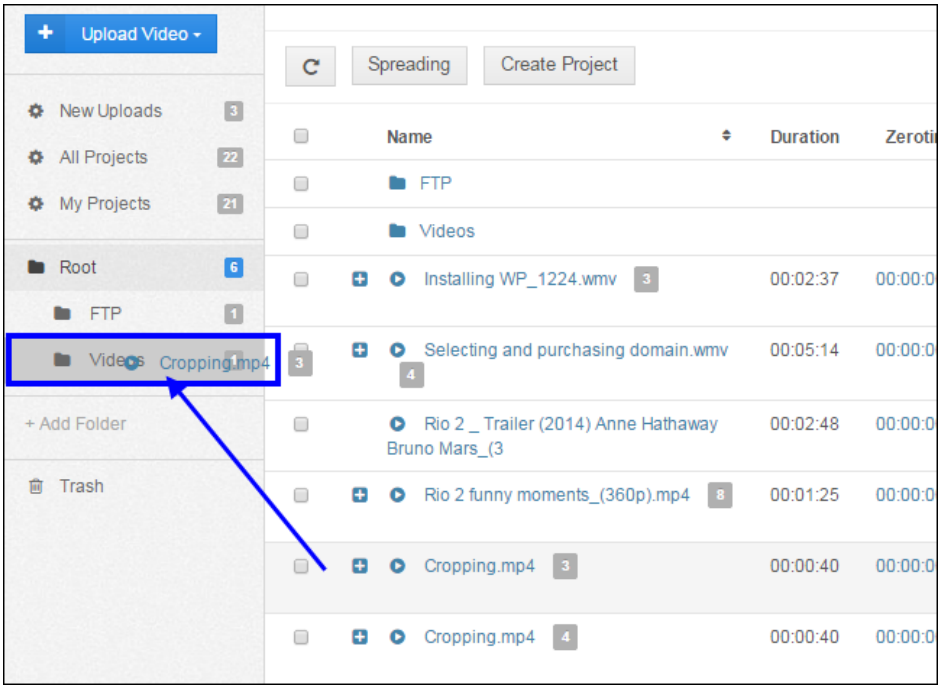
3. Select the department from the **Select Department** dropdown list.

4. Click **Create**. This creates the folder.



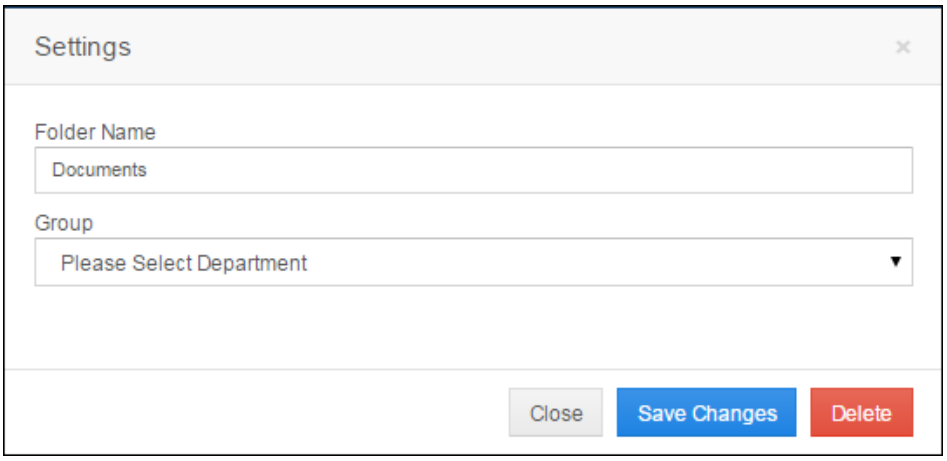
Refer to Uploading Videos, Creating Project and Spreading for more information.

Note: To move the videos / files from the All Projects / My Projects sections, drag and drop the videos / files to the required folder in the Root on the left panel.



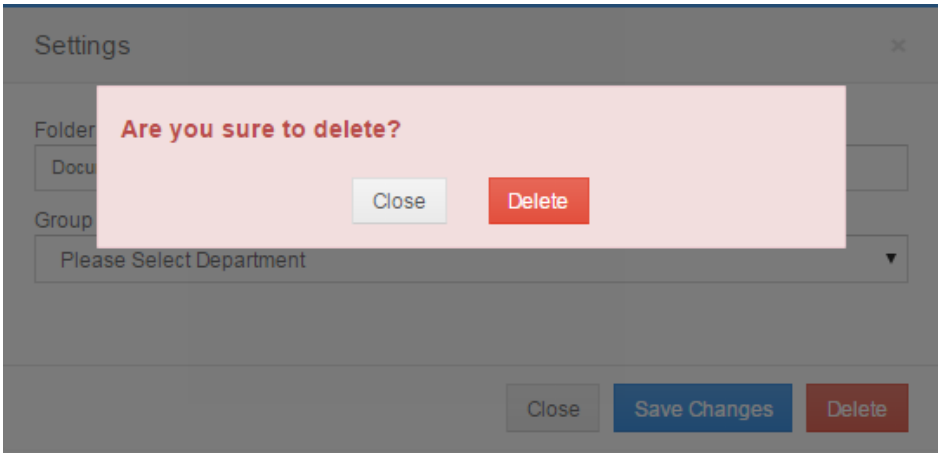
3.4.2. Modifying the Folder

1. Click to open the required folder. Click **Settings** button. The following popup window is displayed.



2. Modify the required details and click **Save Changes**.

3. To delete the folder, click **Delete**. The confirmation popup window is displayed.



4. Click **Delete** to delete the folder

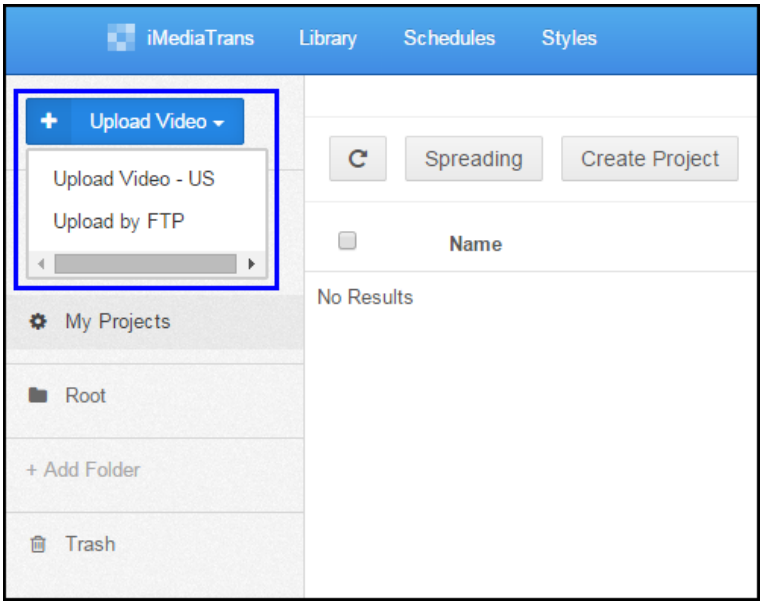
4. How to Start a New Project

4.1 Uploading Video

This option enables you to upload a video for the subtitling process. You can upload the video from the servers or through the FTP.

To upload the video

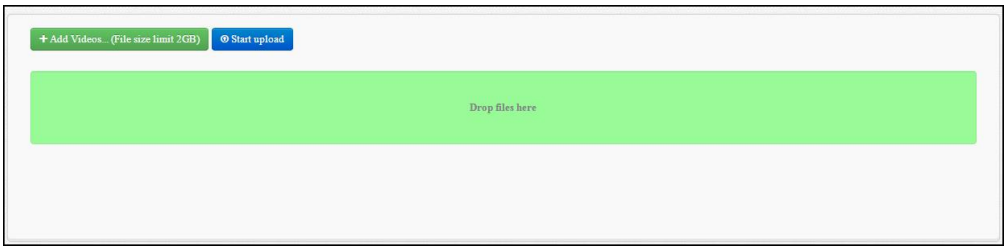
1. From the homepage, click **Upload Video** dropdown list. The following menu is displayed.



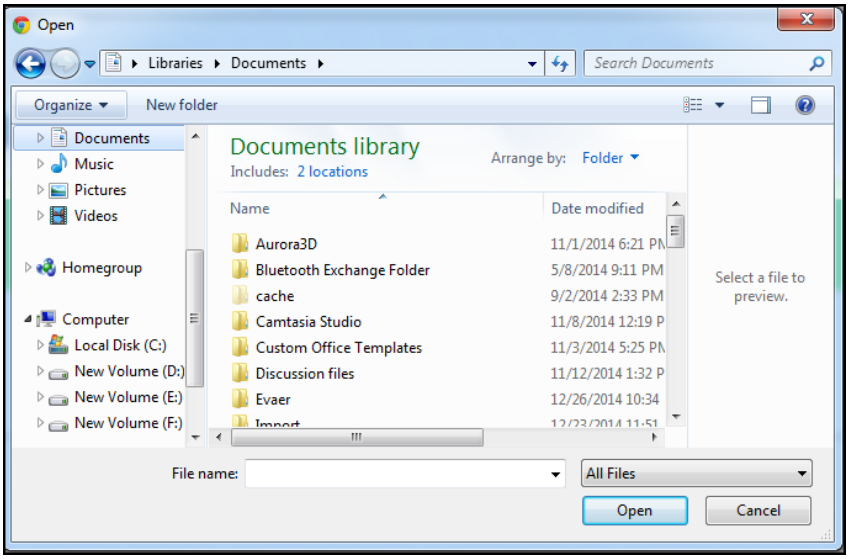
2. Select the required method to upload the video.

- **Upload using server**

i. From the menu, select the required server. The following page is displayed.



ii. Click **Add Videos**. The following popup window is displayed.

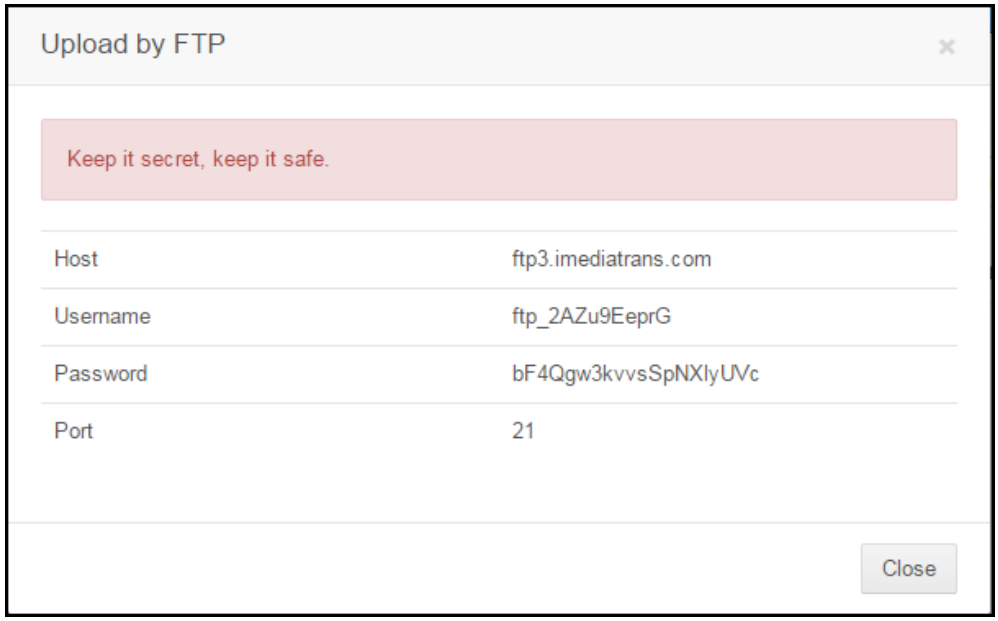


Note: You can also drag and drop the files to the area in green color to upload the video.

iii. Browse to select the required video file and click **Open**.

- Upload using FTP

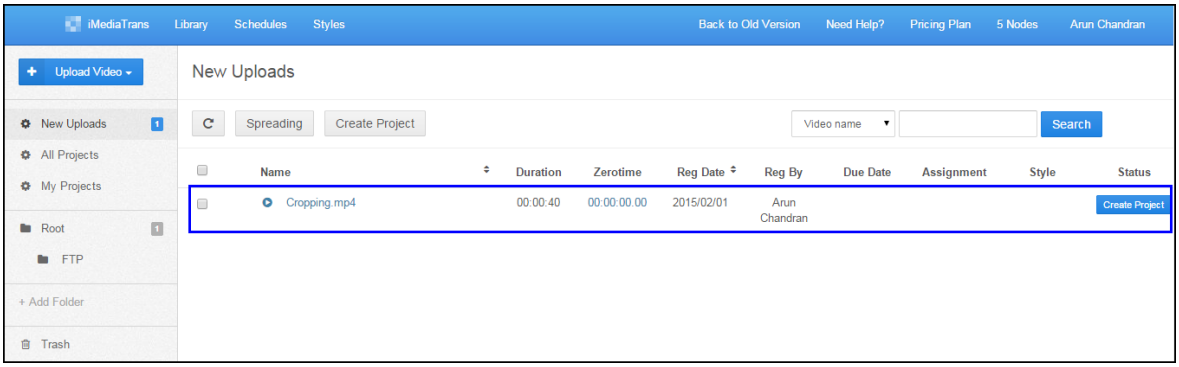
i. From the menu, select **Upload by FTP**. The following page is displayed.



ii. Connect to the FTP using the details to upload the video.

Note: iMediaTrans support all video formats. Once uploaded iMediaTrans converts the video to streaming format. This helps the translators to work directly on the video and does not require any additional software to play the video.

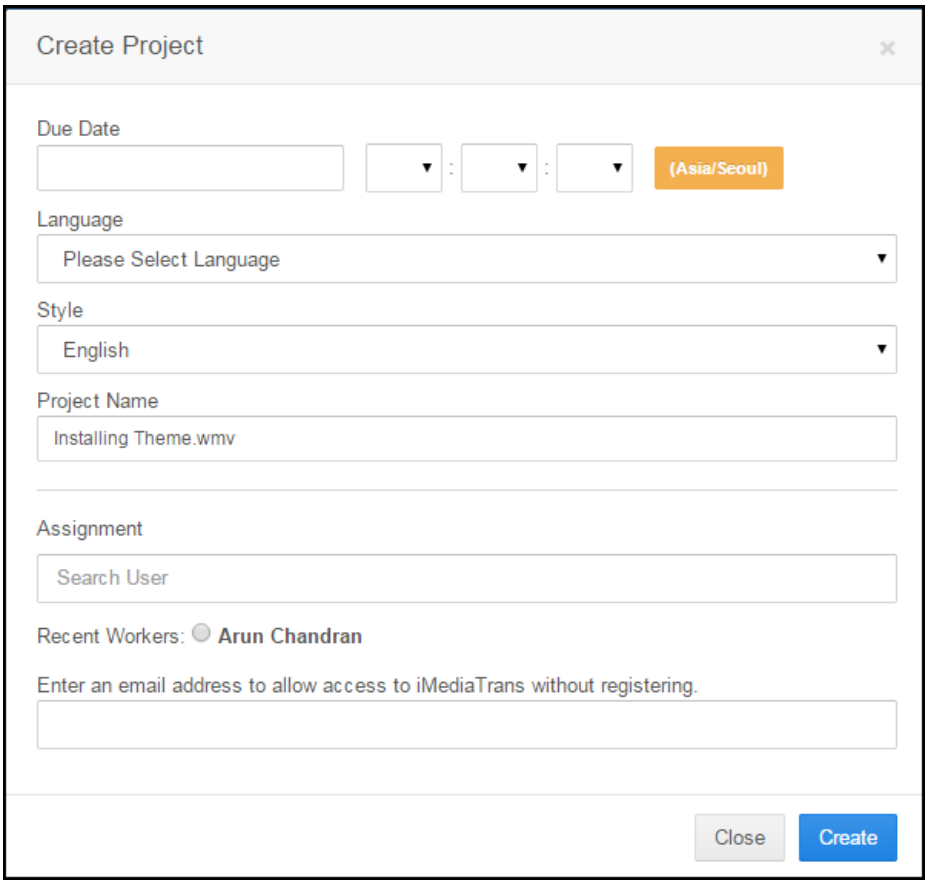
3. The uploaded video is displayed in the **New Uploads** section as shown.



Note: You can click the icon adjacent to the uploaded video to play the video.

4.2 Creating a Project From the Project List

1. Select the required video and click **Create Project** button corresponding video. The following page is displayed.



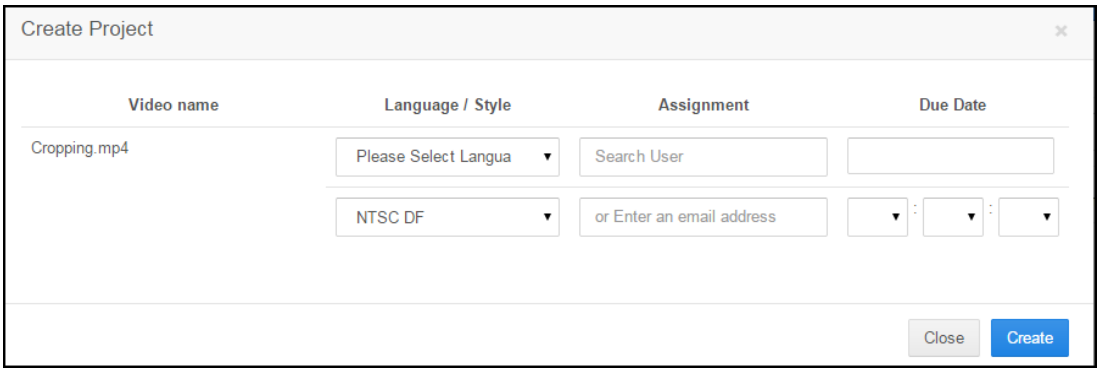
2. Enter the due for the project in the **Due Date** field.
3. Select the time from the dropdown list.
4. Select the language from the **Language** dropdown list.
5. Select the style from the **Style** dropdown list.
6. Enter the name of the project from the **Project Name** field.
7. Enter the name of the user to assign the project from the **Assignment** field.
8. If the user is not registered and would like to access iMediaTrans, enter the email address field in the **Enter an email address to allow access to iMediaTrans without registering** field.
9. Click **Create** to create the project.

4.3 Assigning the Project

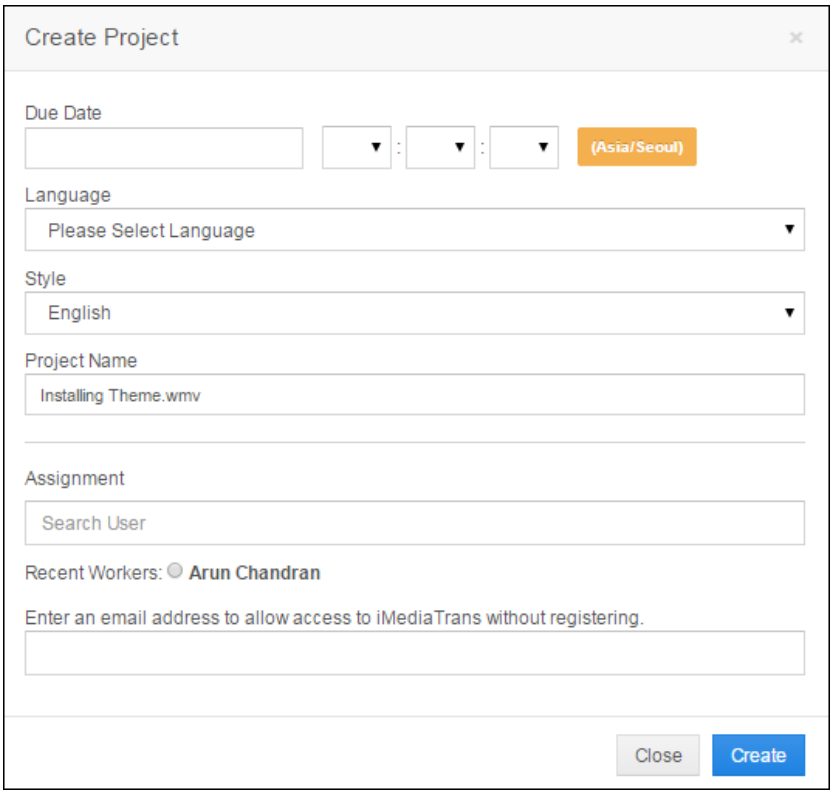
This option enables to create new projects which can be shared with the translators.

To create the project

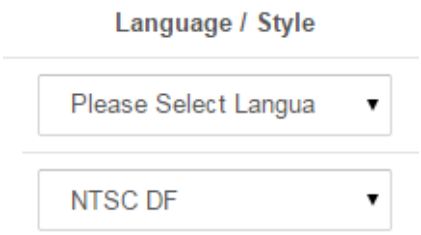
1. From the homepage, go to **New Uploads** / **All Projects** section.
2. Select the required video by selecting the corresponding checkbox.
3. Click **Create Project**. The following popup window is displayed.



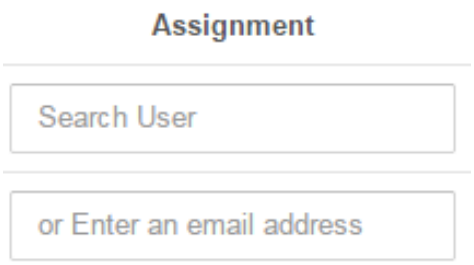
Note: You can also click the Create Project button corresponding to the video to create a project.



4. Select the language and the style from the **Language / Style** dropdown list.

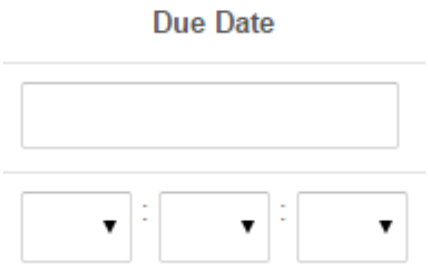


5. Enter the name of the user to whom the project is assigned in the **Assignment** field. Alternatively you can enter the email address of the user in the Email address field.

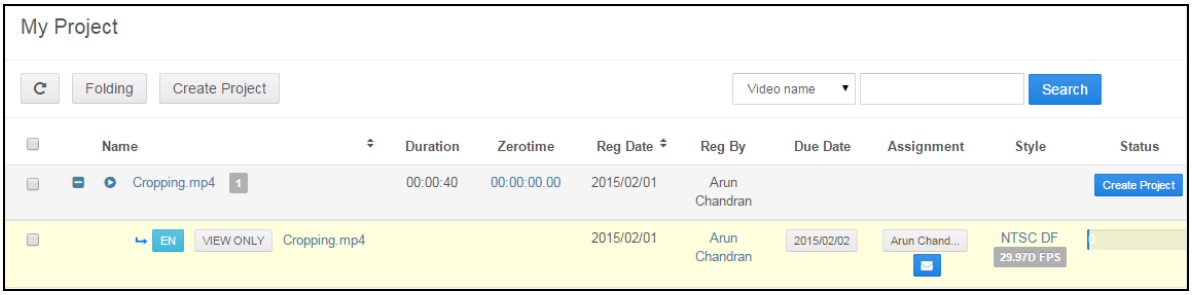


6. Click the **Due Date** field to select the date for completing the project from the popup calendar. You can select the time from the corresponding dropdown list.

Note: If the time is not specified, by default 23:59:00 (11:59:00 pm) is assigned.



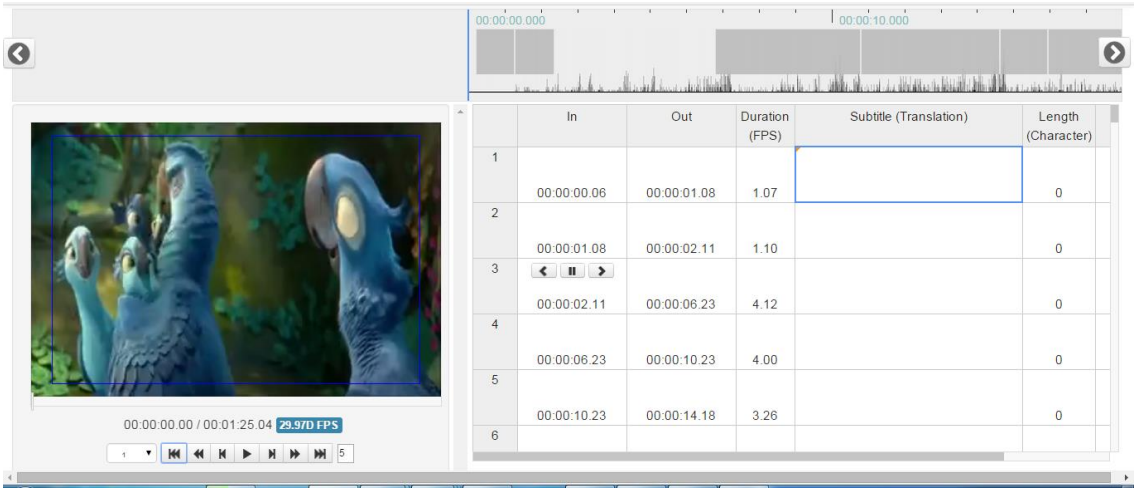
7. Click **Create**. This creates the project as shown.



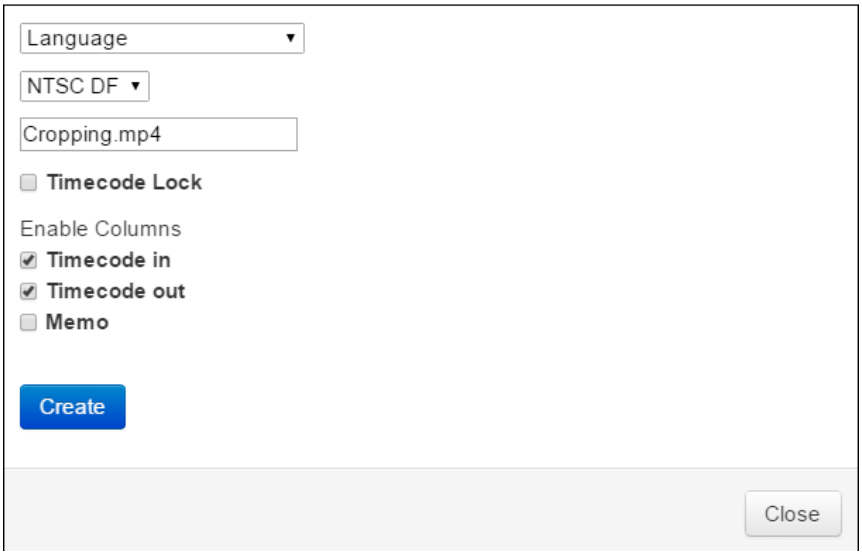
8. You can click the icon to send an email alert to the assigned user.

4.4 Creating a Pivot Project

1. Click to open the required project. The following page is displayed.



2. Go to **Management > Create Pivot Translation**. The following popup window is displayed.



3. Select the target language from the **Language** dropdown list.

4. Select the required style from the dropdown list.

5. Enter a name for the project in the Name field.

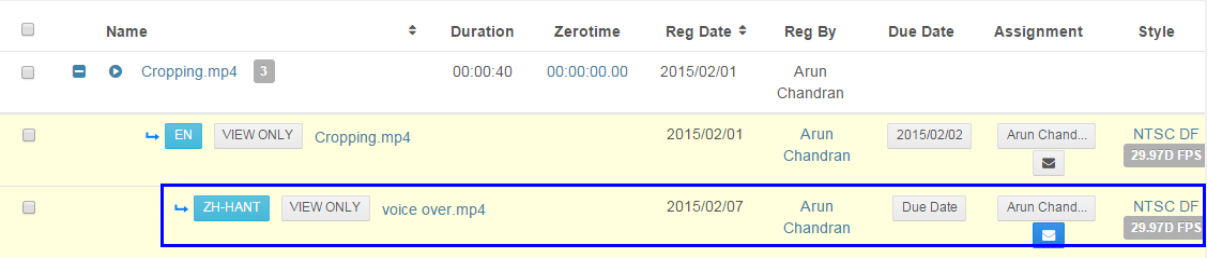
6. To lock the time stampings, select the **Timecode Lock** checkbox. This prevents the user working on the project from modifying the time stamp.

7. From the Enable Columns section, select the required checkboxes.

    - Timecode in – Selecting this checkbox enables the user to view the Timecode In column.

- Timecode out - Selecting this checkbox enables the user to view the Timecode Out column.
- Memo - Selecting this checkbox enables an additional column where the user can enter the notes.

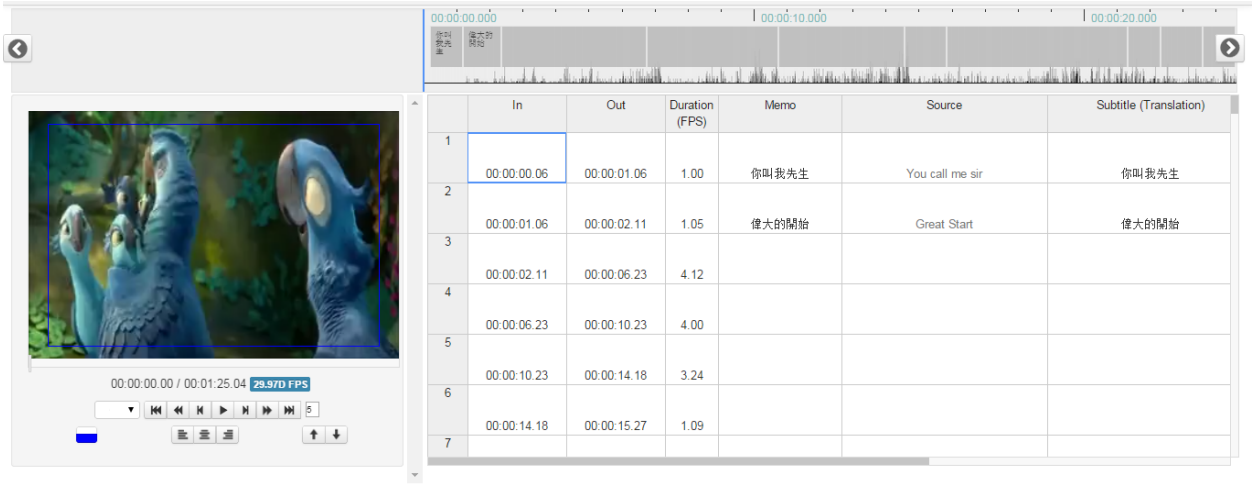
8. Click **Create**. This creates the project as shown.



9. Click the **Due Date** button to select a due date for the project from the calendar. Refer Modifying the Due Date for more information.

10. Click the icon to assign the user for this project.

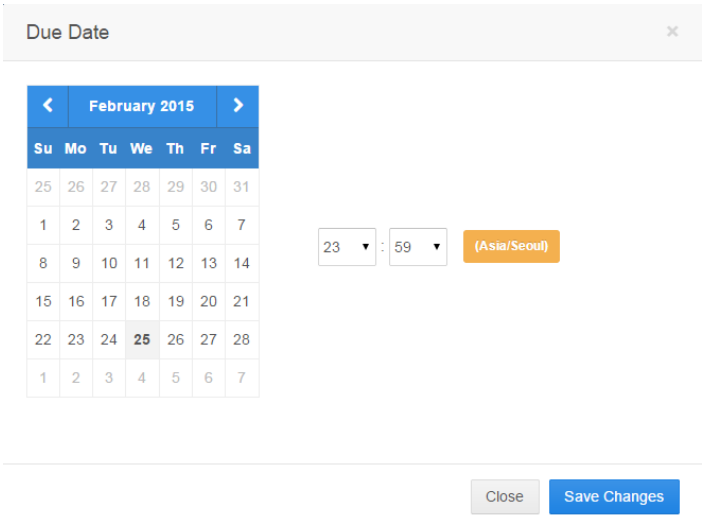
11. The following page is displayed when the user views the project.



Note: The assigned user cannot modify the timestamp In and Out column if the Timecode Lock checkbox was selected.

4.5 Modifying the Due Date

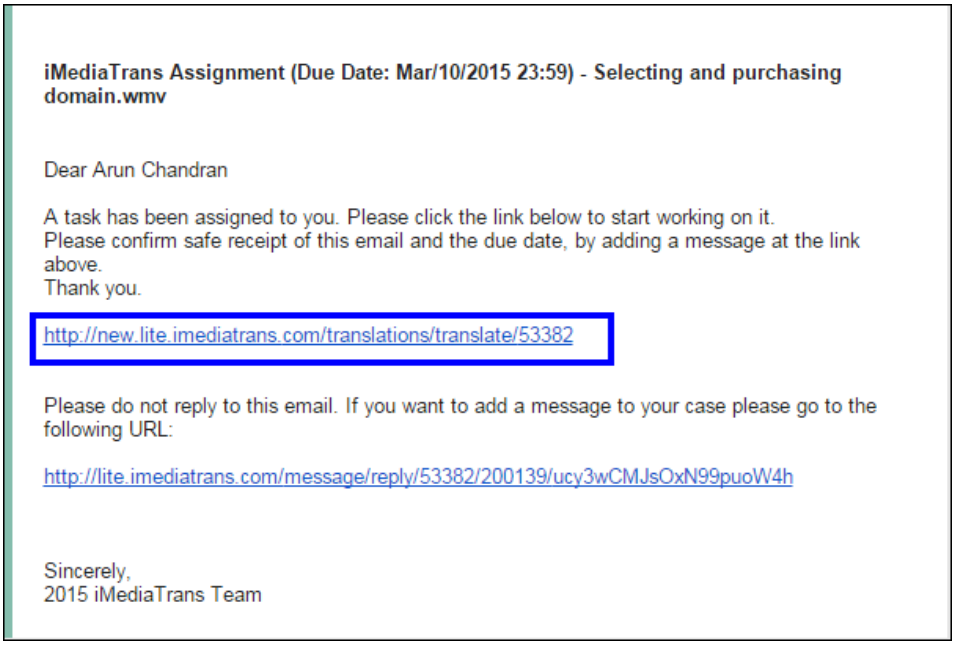
1. To modify the due date for the project, click the date corresponding to the project from the Date column. The following popup window is displayed.



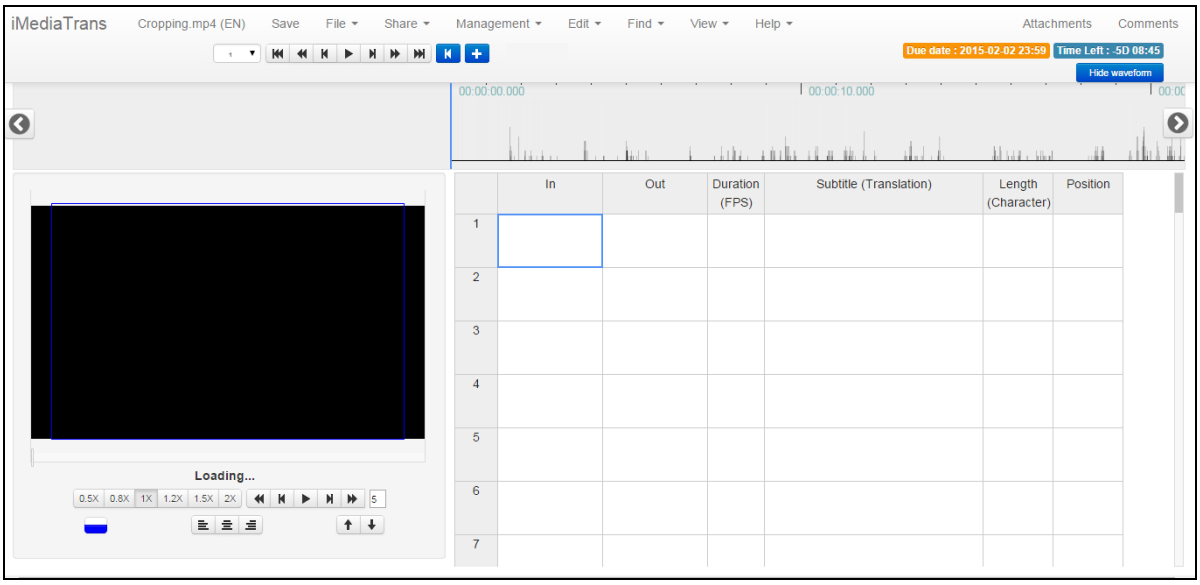
2. Select the required date from the calendar.
3. Select the required time from the dropdown list.
4. Click **Save Changes**. This updates the due date

5. How to Work on the Assignment

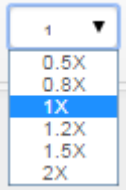
1. Click the link in the received email as shown.


iMediaTrans Assignment (Due Date: Mar/10/2015 23:59) - Selecting and purchasing domain.wmv
Dear Arun Chandran
A task has been assigned to you. Please click the link below to start working on it.
Please confirm safe receipt of this email and the due date, by adding a message at the link above.
Thank you.
http://new.lite.imediatrans.com/translations/translate/53382
Please do not reply to this email. If you want to add a message to your case please go to the following URL:
http://lite.imediatrans.com/message/reply/53382/200139/ucy3wCMJsOxN99puoW4h
Sincerely,
2015 iMediaTrans Team

2. The following page is displayed.



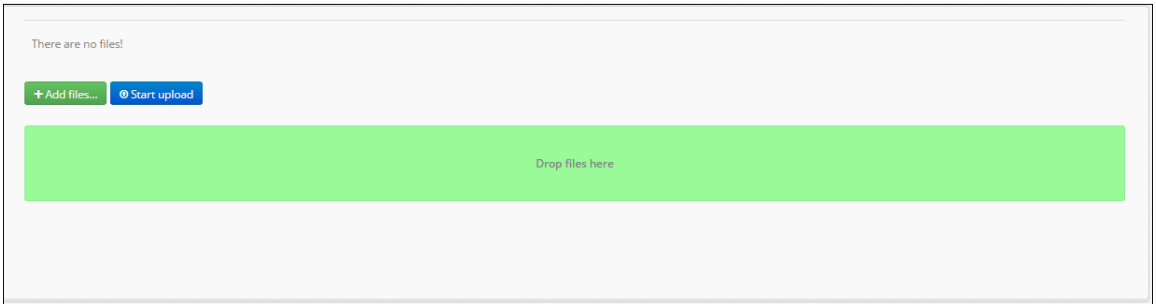
3. You can click the dropdown to select the speed of the playback.



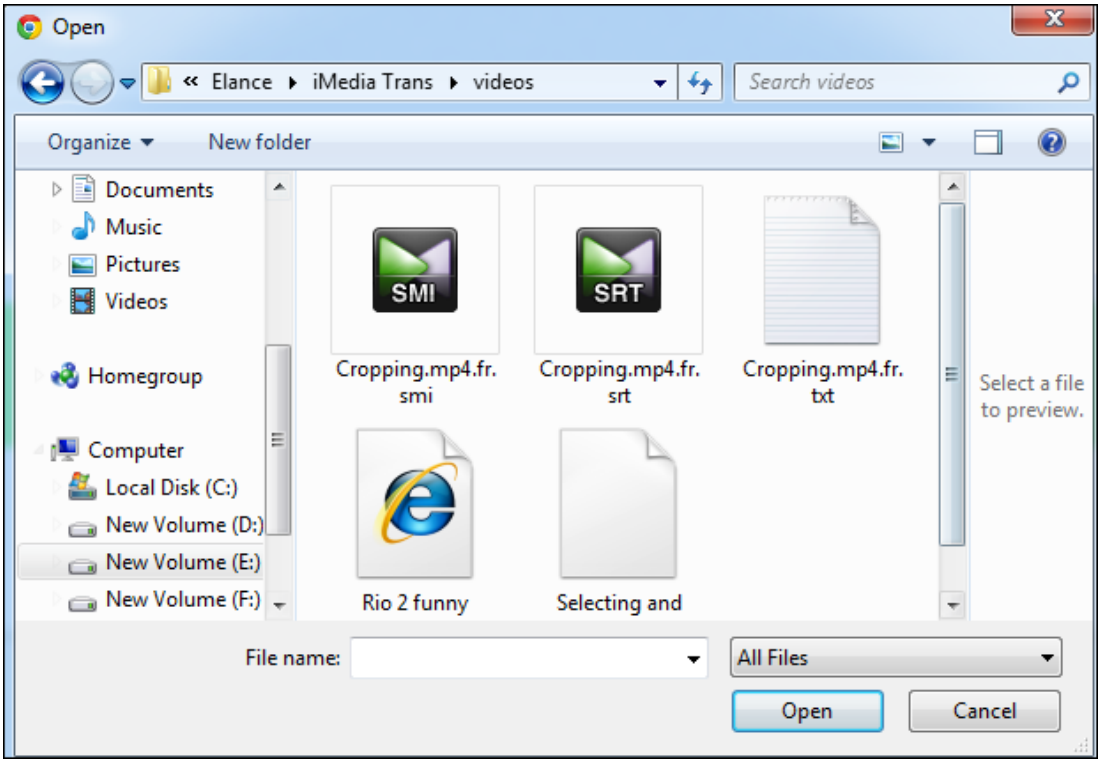
Note: The buttons beneath the movie player can also be used to control the speed of the playback.

4. To hide the waveforms, click **Hide waveform**.

5. To add attachment, click **Attachments**. The following page is displayed.



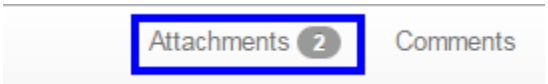
1. Click **Add Files**. The following popup window.



2. Select the required file and click **Open**. This uploads the files.

Note: You can also drag and drop the file to be uploaded into the “Drop files here” to upload.

3. When more the one attachment is added, the number of attachments are displayed adjacent to the Attachment link as shown.

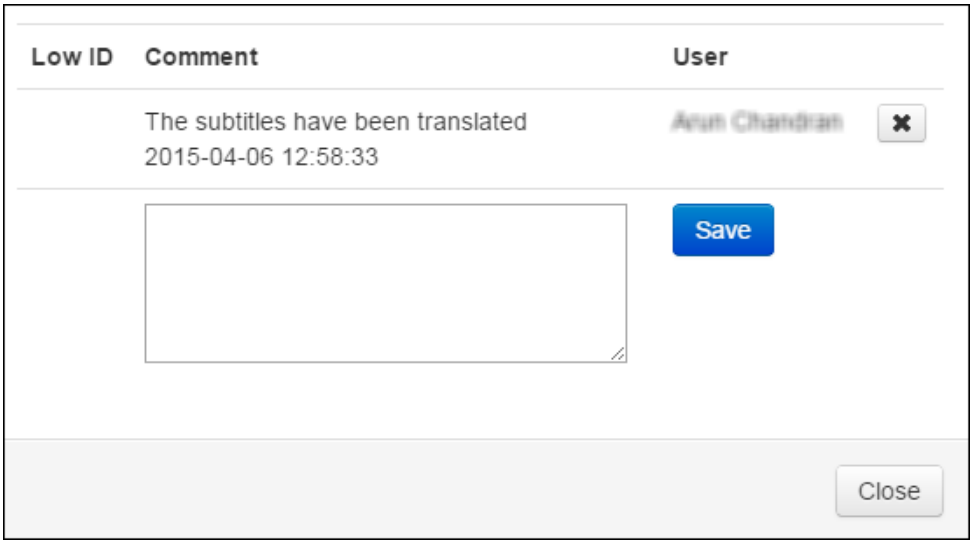


4. To view the list of attachments, click the Attachments link. The following page is displayed.

5. To delete the attachment, click **Delete** corresponding to the attachment to be deleted.

6. To add a comment, click **Add Comment**. The following popup window is displayed.

7. Enter the comment and click **Save**. The following popup window is displayed.



8. Click Close to close the Comments window. The number of comments is displayed adjacent to the Comments link as shown.

5.1 Video Player Control Keys

The following are the control keys available in the video player.

- Clicking this button plays the video.

- Clicking this button forwards the video by one second.

- Clicking this button rewinds the video by one second.

- Clicking this button forwards the video by the seconds specified in the box.

- Clicking this button forwards the video by the seconds specified in the box.

- Clicking this button takes you to the end of the video.

- Clicking this button takes you to the beginning of the video.

- Enables you to align the subtitles used in the video.

5.1.1. Positioning the Subtitle

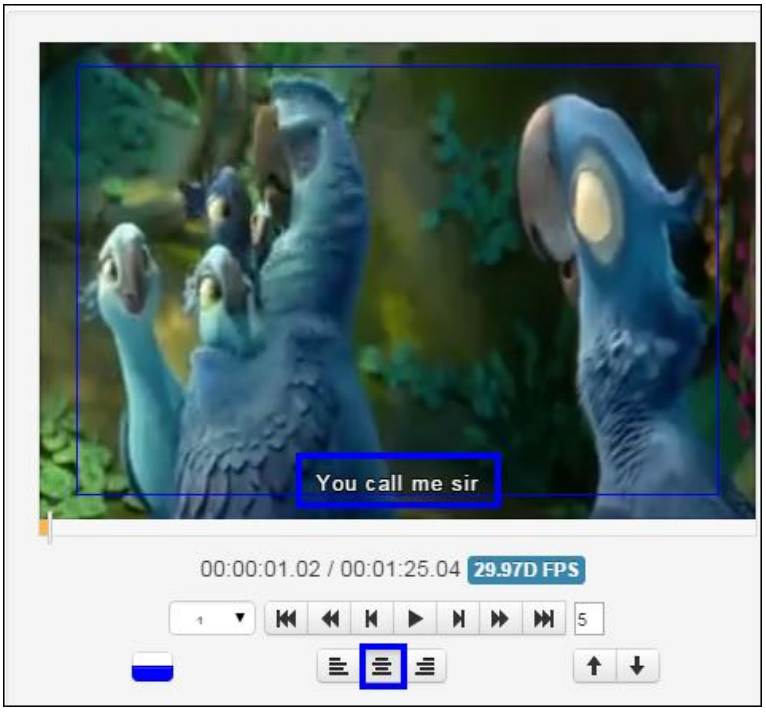
This option is used when there are graphic texts on screen and the caption/subtitle text overlaps with them. In order to avoid overlapping with the graphics, the subtitles are re-positioned using the alignment buttons.

1. Once the subtitle is entered, click the buttons to position the subtitle.

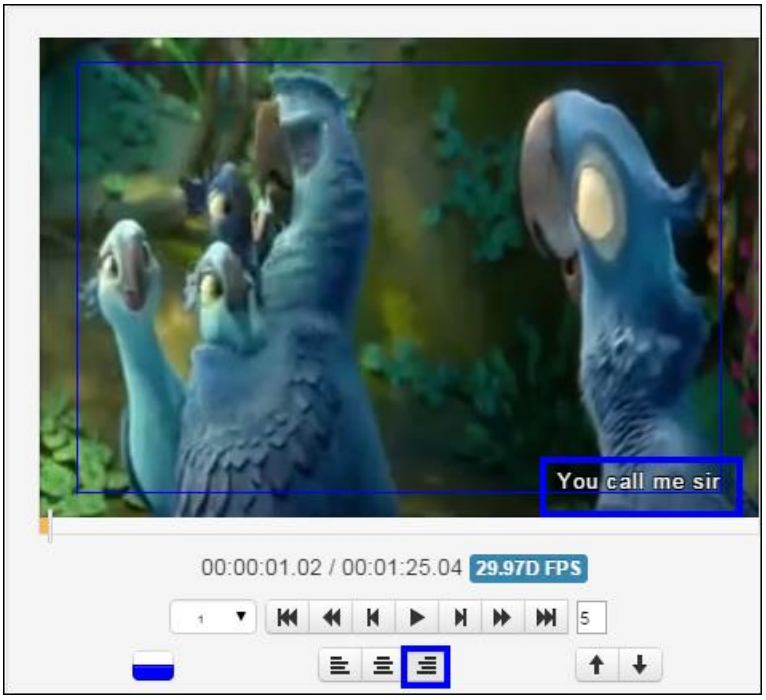
Note: The alignment keys are not displayed if the Style used for the project does not have the feature.

2. To left align the subtitle text, click the icon. The subtitle is displayed as shown.

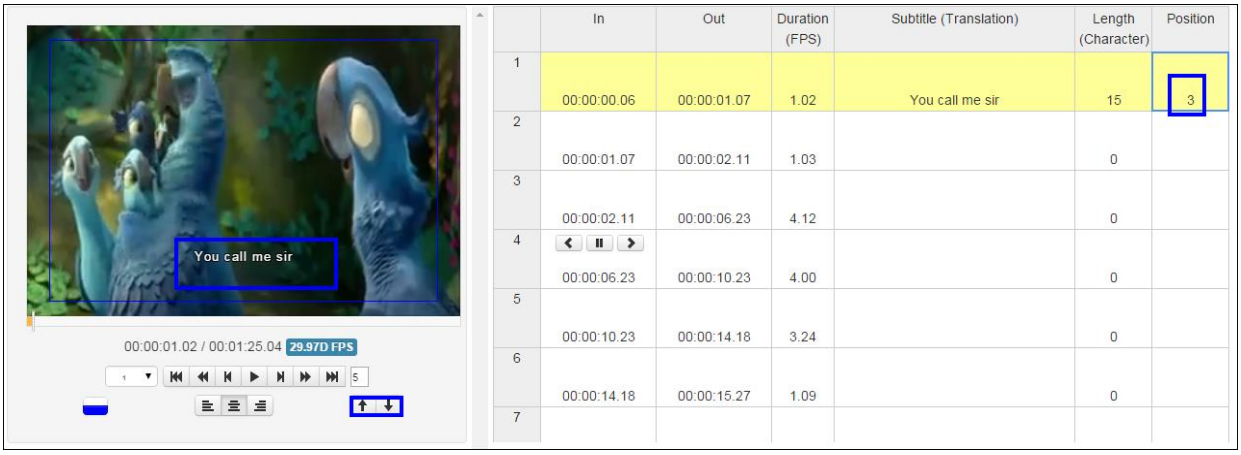
3. To center align the subtitle text, click the icon. The subtitle is displayed as shown.



4. To right align the subtitle text, click the icon. The subtitle is displayed as shown



5. You can click the or the button to move the subtitle up or down. Based on the position of the subtitle, the value is changed in Position column as shown.



	In	Out	Duration (FPS)	Subtitle (Translation)	Length (Character)	Position
1	00:00:00.06	00:00:01.07	1.02	You call me sir	15	3
2	00:00:01.07	00:00:02.11	1.03		0	
3	00:00:02.11	00:00:06.23	4.12		0	
4	00:00:06.23	00:00:10.23	4.00		0	
5	00:00:10.23	00:00:14.18	3.24		0	
6	00:00:14.18	00:00:15.27	1.09		0	
7						

Note: You can also copy the positional data (text) and paste it to other subtitles to apply the same position to multiple subtitles.

5.2 Command Buttons

The following are the command buttons:

- Clicking this button plays the video for the section.

- Clicking this buttons puases the video.

- Clicking this button enables the users to add comments.

- Clicking this button enables the users to add new rows.

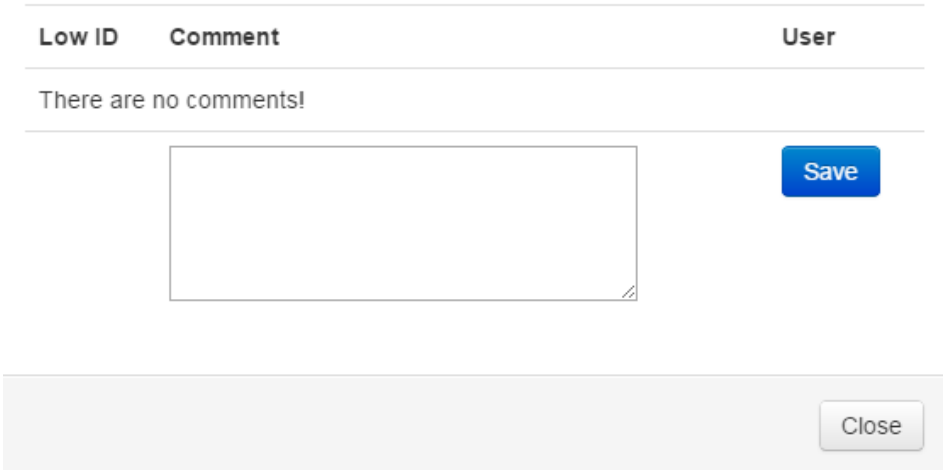
- Clicking this button enables the users to split rows.

- Clicking this button enables the users to merge rows.

- Clicking this button enables the users to delete rows.

5.2.1. Adding Comment

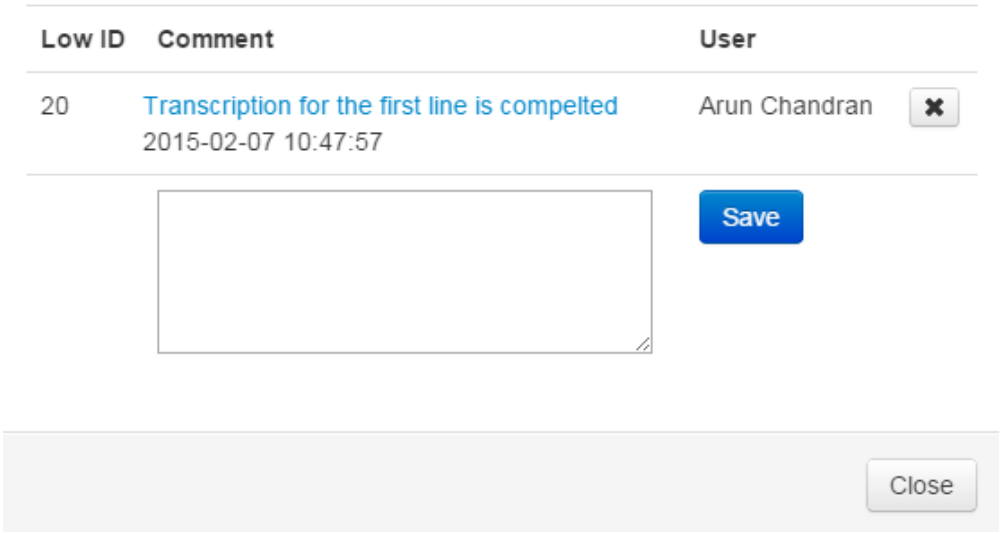
1. Select the required cell from the subtitle column and click the icon. The following popup window is displayed.



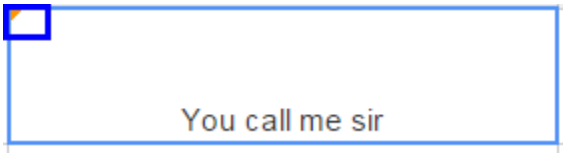
2. Enter the required comment in the **Comment** field.

Note: The field can be used as a point of communication between the project manager and subtitler or between a translator and reviewer.

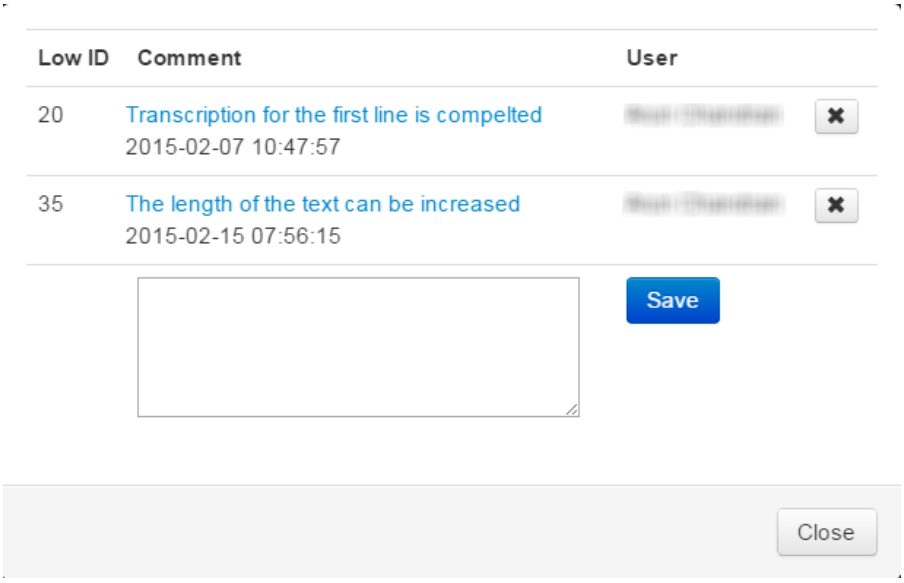
3. Click **Save**. The comment is saved as shown.



4. The line with the comments will be marked with a small Red triangle as shown.



5. To view the existing comments, click the icon from the required cell. The following popup window is displayed.

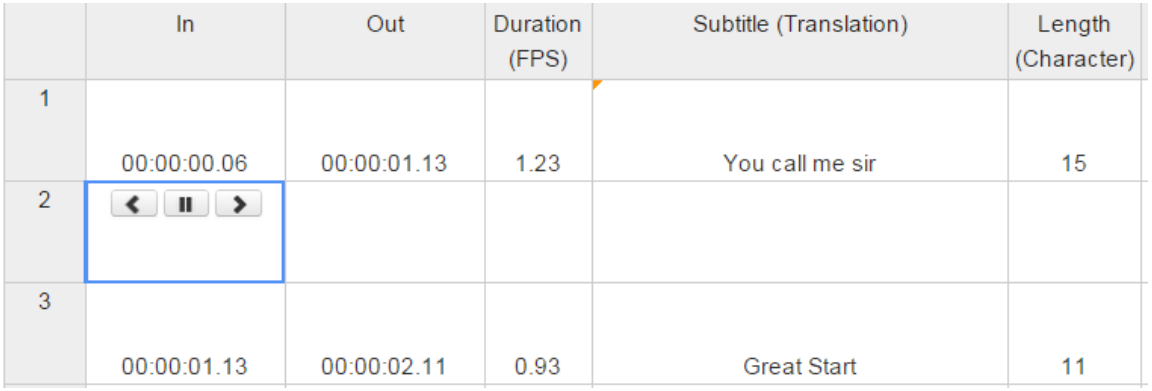


6. To delete the comment, click the button corresponding to the comment.

7. Click Close to close the window.

5.2.2. Inserting a Row

1. Select the required cell from the subtitle column and click the icon. This inserts a row as shown.

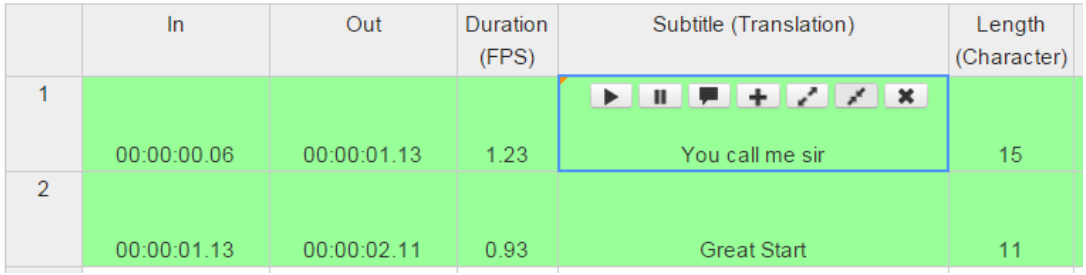


	In	Out	Duration (FPS)	Subtitle (Translation)	Length (Character)
1	00:00:00.06	00:00:01.13	1.23	You call me sir	15
2					
3	00:00:01.13	00:00:02.11	0.93	Great Start	11

Note: You cannot insert a timecode that is smaller than the previous out-time or bigger than the next in-time. To enter the timecode in the new row, delete the out-time from the previous row.

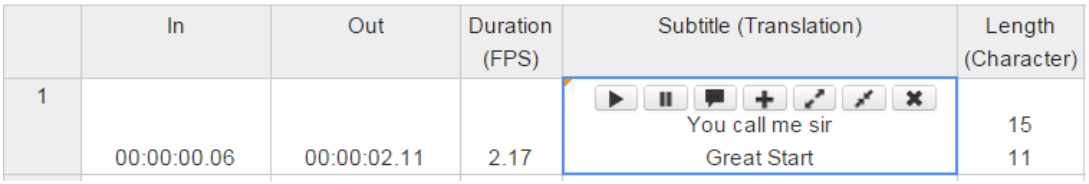
5.2.3. Merging the Rows

1. Move the mouse over the cell to be merged and click the icon.



	In	Out	Duration (FPS)	Subtitle (Translation)	Length (Character)
1	00:00:00.06	00:00:01.13	1.23	You call me sir	15
2	00:00:01.13	00:00:02.11	0.93	Great Start	11

2. This merges the row as shown.



	In	Out	Duration (FPS)	Subtitle (Translation)	Length (Character)
1	00:00:00.06	00:00:02.11	2.17	You call me sir Great Start	15 11

Note: When merging the rows, the time stamping in the Out column, the duration, the text in the subtitle column and the values in the length column are merged.

5.2.4. Splitting the Rows

1. Select the required cell from the subtitle column and click the icon. This splits the row as shown, but the same translation text will be copied to the new row.

	In	Out	Duration (FPS)	Subtitle (Translation)	Length (Character)
1	00:00:00.06	00:00:02.11	2.17	You call me si Great Start	15 11
2	00:00:02.11	00:00:06.23	4.40		

Note: The text in the subtitle column has to be modified when splitting the rows.

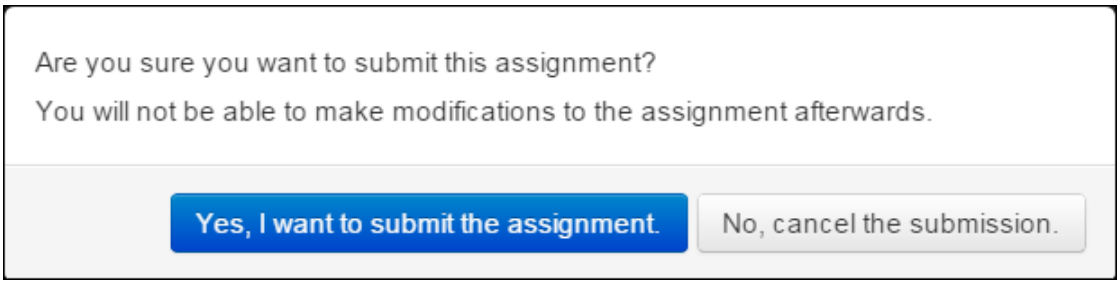
5.2.5. Deleting the Row

1. Select the required cell from the subtitle column and click the icon. This deletes the row.

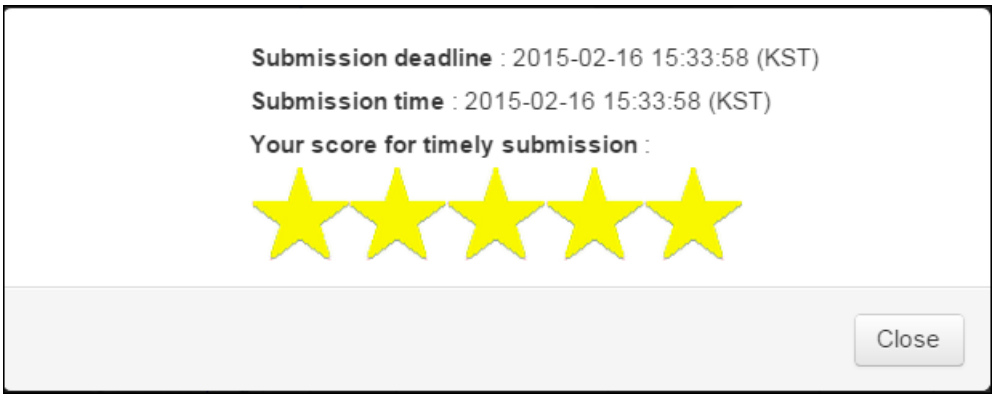
5.3 Submitting the Assignment

1. Once the project is completed, click **Save**.

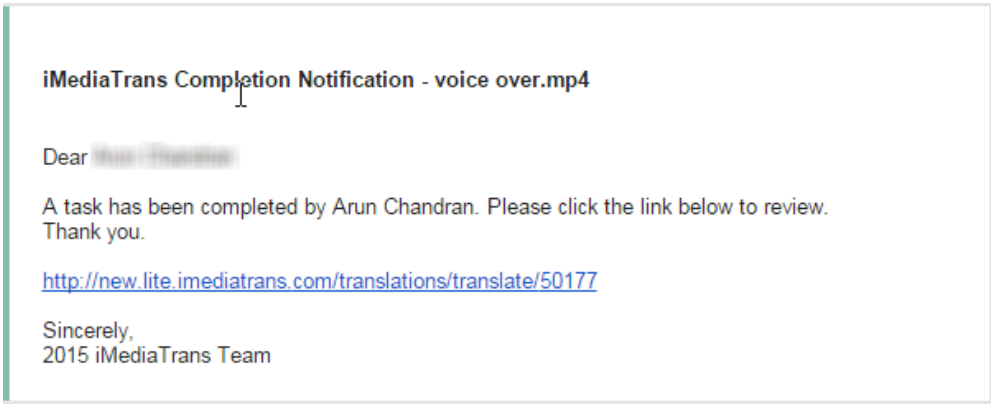
2. Go to **Management > Complete**. The following popup window is displayed.


Are you sure you want to submit this assignment?
You will not be able to make modifications to the assignment afterwards.
Yes, I want to submit the assignment.
No, cancel the submission.

3. Click **Yes, I want to submit the assignment**. The following popup window which shows the rating is displayed.



Note: A project completion email notification is sent to the project manager. The project manager can click the link in the email to review the assignment.


iMediaTrans Completion Notification - voice over.mp4
Dear
A task has been completed by Arun Chandran. Please click the link below to review.
Thank you.
http://new.lite.imediatrans.com/translations/translate/50177
Sincerely,
2015 iMediaTrans Team

5.4 Edit Menu

5.4.1. Undo

This option enables you to revert an action that is performed by you.

1. Go to **Edit > Undo**. This reverts the action that is performed by you.

5.4.2. Redo

This option reverts the undo action.

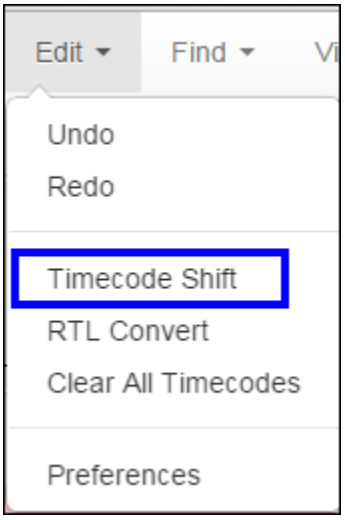
1. Go to **Edit > Redo**. This reverts the undo action that is performed by you.

5.4.3. Timecode Shift

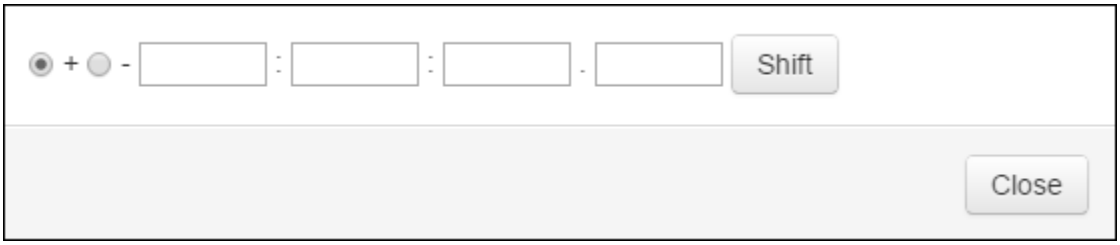
This option enables you to move time codes slightly, when there is a need to sync subtitles against an edited video which differs from the original video.

1. Select the required In or the Out Timecode.

2. Go to **Edit > Timecode shift**.



3. The following popup window is displayed.



4. Select the “+” or “–“ option

5. Enter the hours, minutes and seconds.

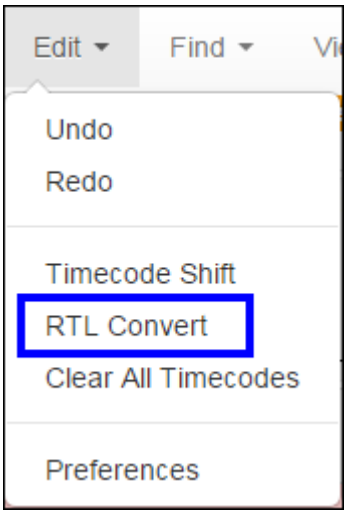
6. Click **Shift**. This changes the In and the Out timestamp accordingly.

5.4.4. RTL Convert

This option is useful when the translation is done to Middle Eastern languages such as Hebrew and Arabic which are written predominantly right to left.

1. Select the required Subtitle cell.

2. Go to **Edit > RTL Convert**.

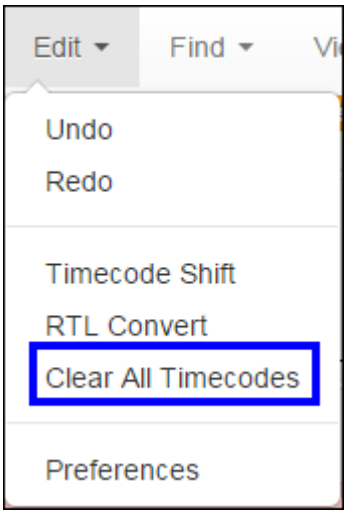


3. This converts the direction of the written text from right to left.

5.4.5. Clear All Timecodes

This option enables you to easily clear all time codes which are already stamped.

1. Go to **Edit > Clear All Timecodes**.

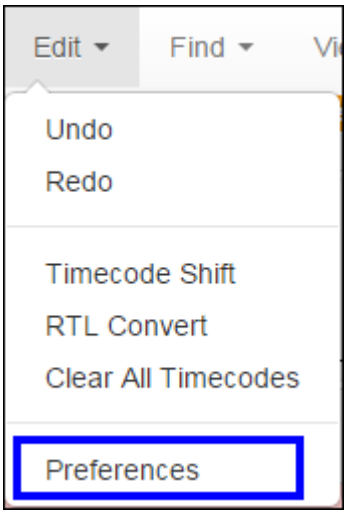


2. This clears all the timestamp.

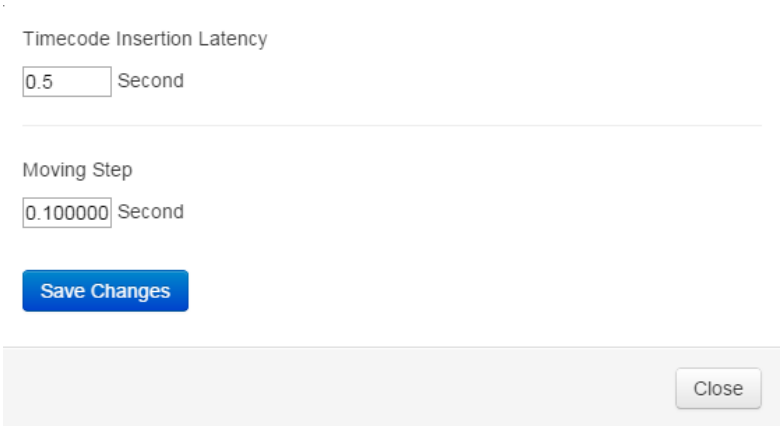
5.4.6. Preferences

This option enables you to define the insertion latency as well as fine tune each of the time code (moving forward/backwards).

1. Go to **Edit > Preferences**.



2. The following popup window is displayed.



3. Enter the insertion latency of the timecode in the **Timecode Insertion Latency** field. This enables the user to stamp the In Timecode earlier. For e.g., setting an insertion latency of 0.5 seconds, stamps the In Timecode 0.5 seconds earlier than the real time.

Note: By default the Timecode Insertion Latency is set at 0.5 seconds.

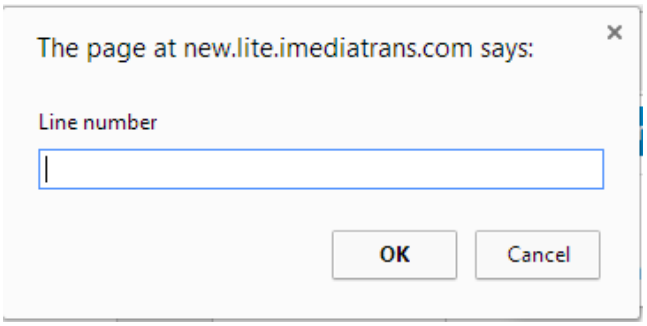
4. Enter the time for the moving backward/forward in the **Moving Step** field. This time defines how much to move forward or backward when the or the button is clicked.

5. Click **Save Changes** to save the changes made.

5.5 Find Menu

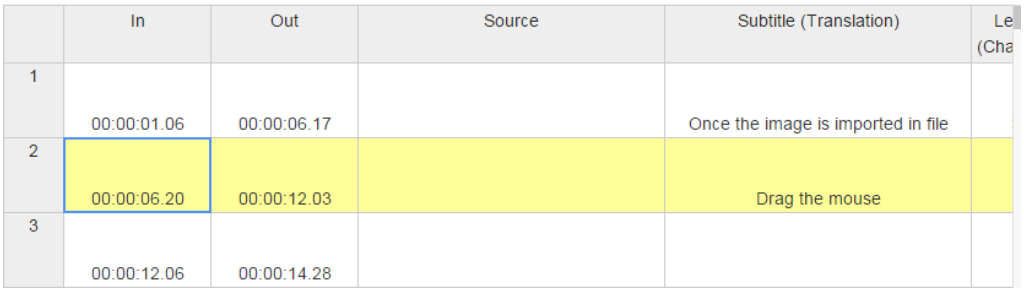
5.5.1. Go to Line

1. Go to **Find > Go to Line**. The following popup window is displayed.



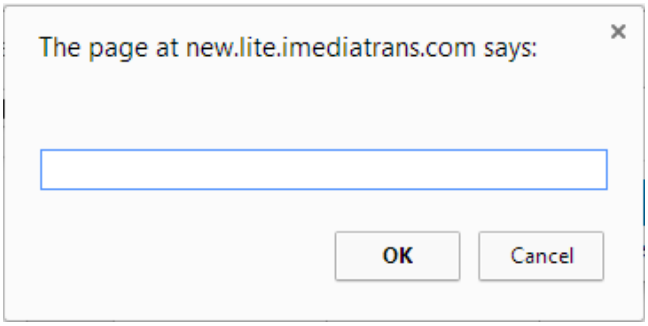
2. Enter the required line number in the **Line number** field.

3. Click **OK**. This highlights the line as shown.



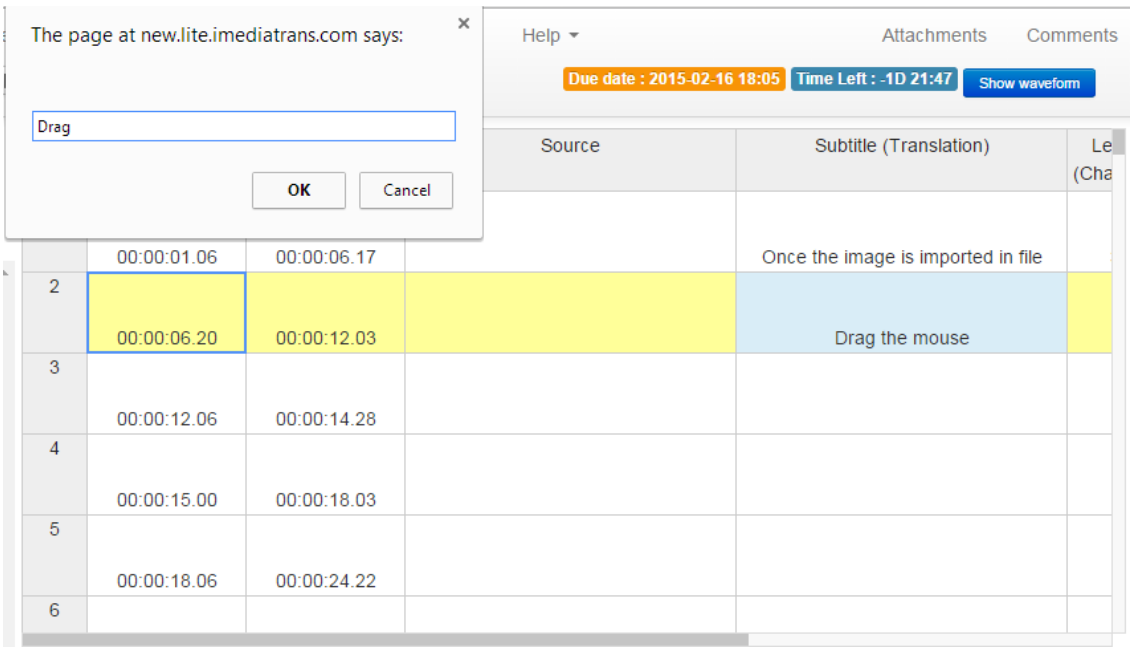
5.5.2. Find

1. Go to **Find > Find**. The following popup window is displayed.



2. Enter the search term in the field and click **OK**.

3. The term matching the search term is highlighted as shown.



5.5.3. Find and Replace

1. Go to **Find > Find and Replace**. The following popup window is displayed.

2. Enter the term to be replaced in the **Find** field.

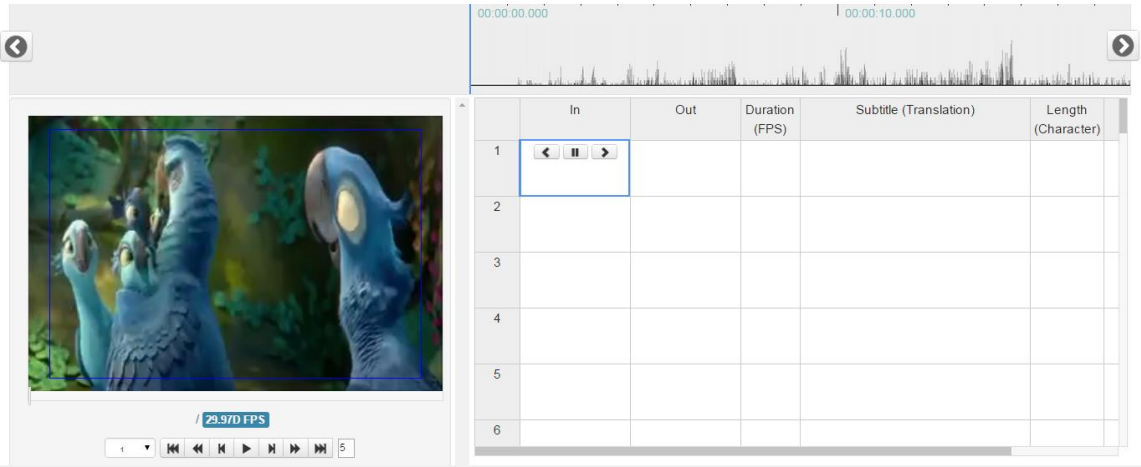
3. Enter the term to be replaced with in the **Replace With** field.

4. Click **Replace All**. This replaces all the term with the new term.

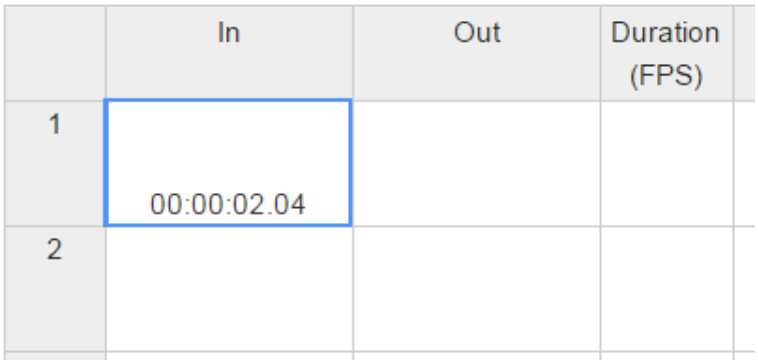
6. Stamping the Time Code

6.1.1. Time Coding Using Hotkeys

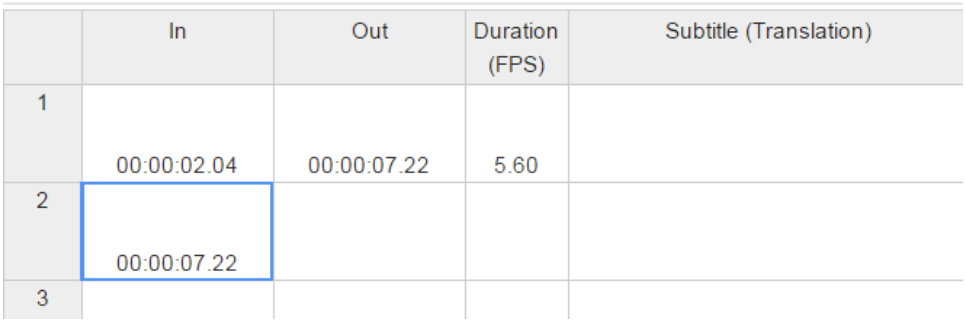
1. Select the cell in the first row as shown.



2. Press **Shift + Enter** on hearing the dialogue. This captures the starting time of the dialogue.



3. Press **Shift + Enter** when the next dialogue starts. This captures the out time in the **Out** column and the **In** column in the next row.



Note: You can go to Help > Hotkeys to view the list of available hotkeys.

4. Repeat the above step to capture the In and Out time stampings for the video.

Note: If there is no dialogue, press the Enter key from the keyboard to modify the Timecode of the current cursor position. There will be a gap between the Out and the next In time, according to the Style that is set for the project.

5. To transcribe the subtitle, select Subtitle column corresponding to the In and Out time stampings.

	In	Out	Duration (FPS)	Subtitle (Translation)	Length (Character)
4	00:00:04.09	00:00:06.23	2.47		
5	00:00:06.23	00:00:11.04	4.37		

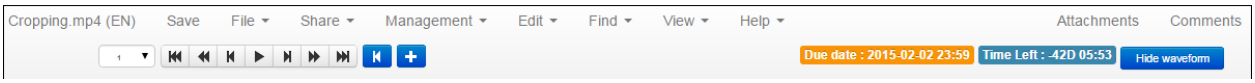
6. Click the button to play the audio in that section and enter the text.

	In	Out	Duration (FPS)	Subtitle (Translation)	Length (Character)
1	00:00:00.06	00:00:01.13	1.23	You call me sir	15
2	00:00:01.13	00:00:02.11	0.93	Great Start	11

7. When the video is played, the text entered in the subtitle column is displayed as shown.

6.1.2. Time Coding using the Buttons

You can also stamp the time coding using the button controls placed near the menu.



1. Click the button to play.

2. Click the button at the end of the sentence to stamp the In and Out time as shown.

	In	Out	Duration (FPS)
1	00:00:04.05	00:00:06.05	2.00
2	00:00:10.12	00:00:12.12	2.00
3	00:00:17.06	00:00:19.06	2.00
4	00:00:22.07	00:00:24.07	2.00

Note: By default the duration between the In and the Out time is calculated to be 2 seconds. You can modify the In time as required.

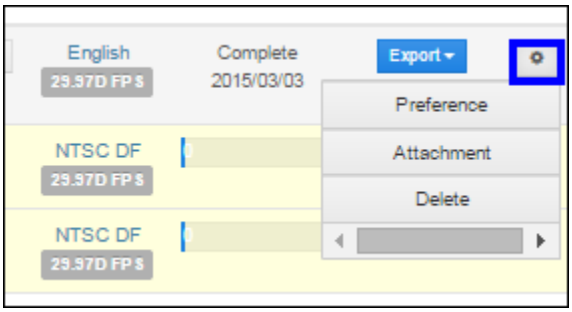
3. To manually stamp the In and the Out time, click the at the start of the dialogue and click at the end of the dialogue.

4. To hide the waveforms, click **Hide waveform**.

7. How to Manage the Project

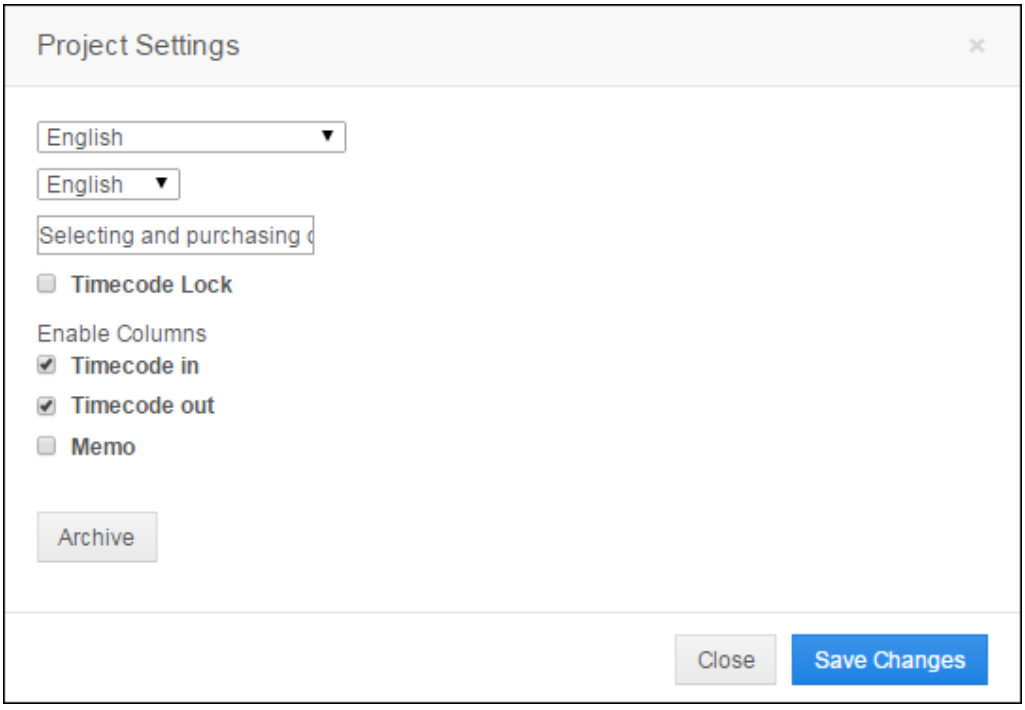
7.1 Settings

The Settings section provides you the options to modify the preferences, add attachments or delete the files. This option is displayed when the icon is clicked.



7.1.1. Preferences

1. Click the icon and select **Preferences** from the dropdown. The following window is displayed.



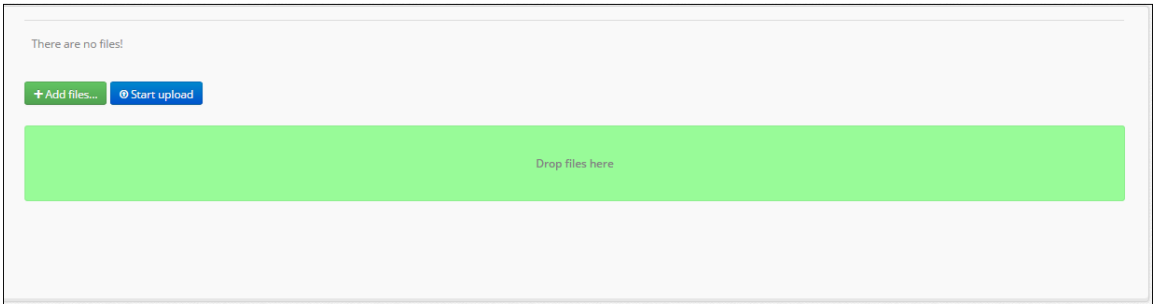
2. Modify the required details and click **Save Changes**.

3. To archive the settings, click **Archive**.

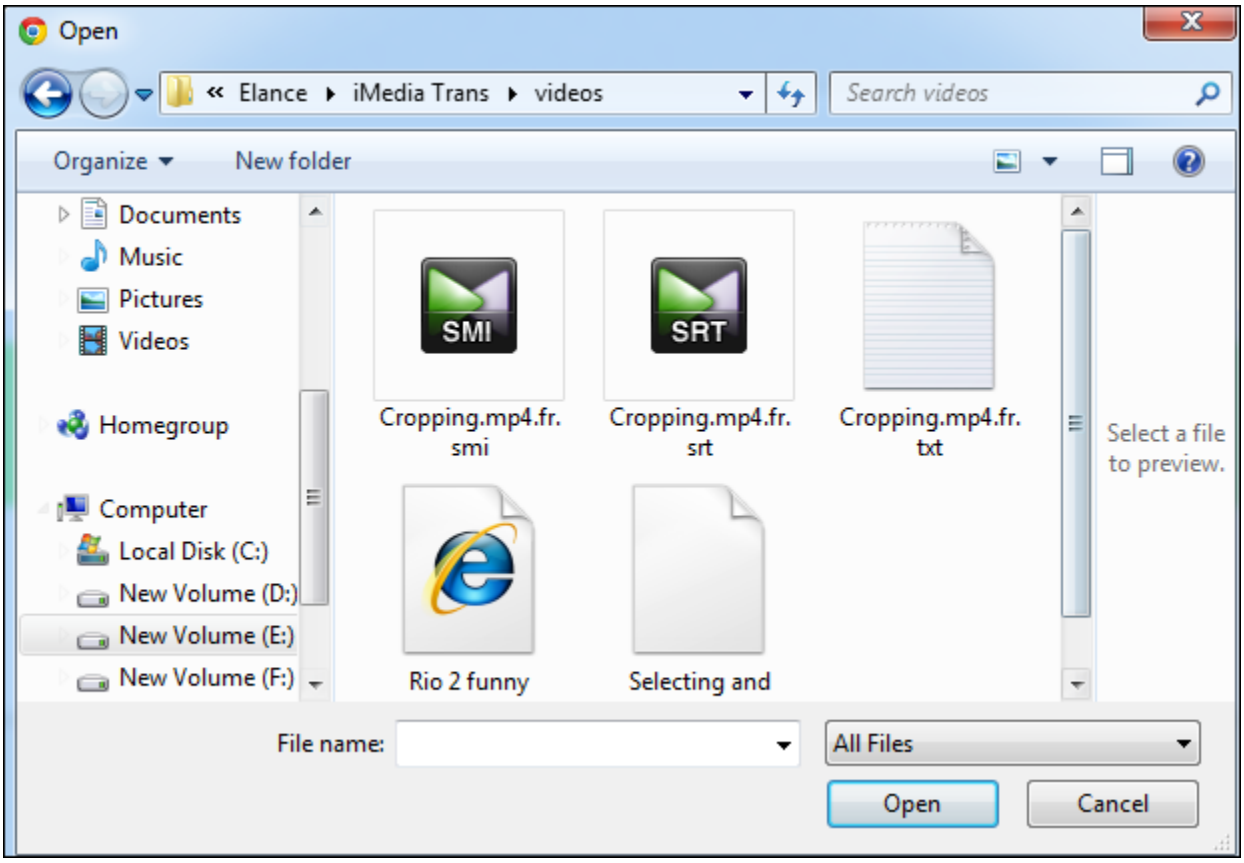
7.1.2. Attachment

The Attachment function can be used to attach reference materials for translation projects such as attaching source scripts or glossary.

9. Click the icon and select **Attachment** from the dropdown. The following window is displayed.



10. Click **Add Files**. The following popup window.



11. Select the required file and click **Open**. This uploads the files.

Note: You can also drag and drop the file to be uploaded into the “Drop files here” to upload.

7.1.3. Delete

1. Click the icon and select **Delete** from the dropdown. The following confirmation window is displayed.

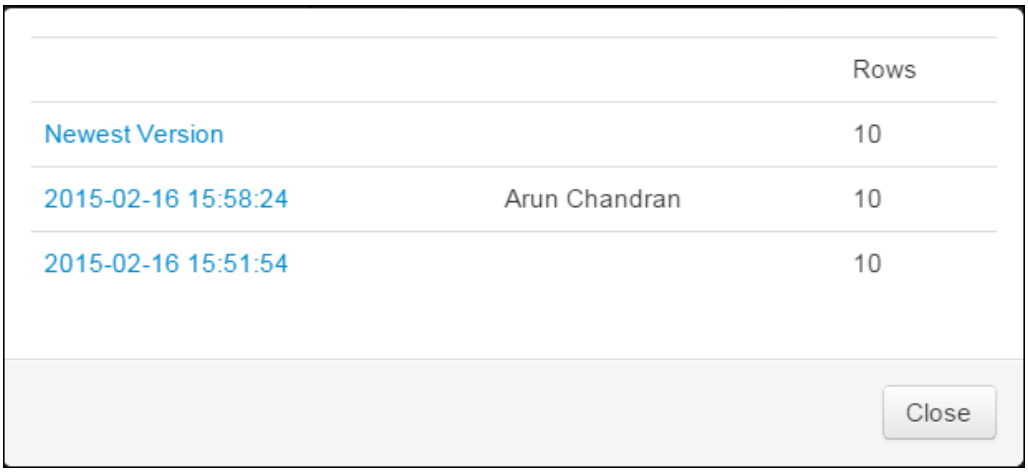
2. Click **OK** to delete.

7.2 File Menu

7.2.1. Versions

Versions are files that are saved automatically. The user can go back to the previous version or use it to retrieve the last saved data in case of any loss of data.

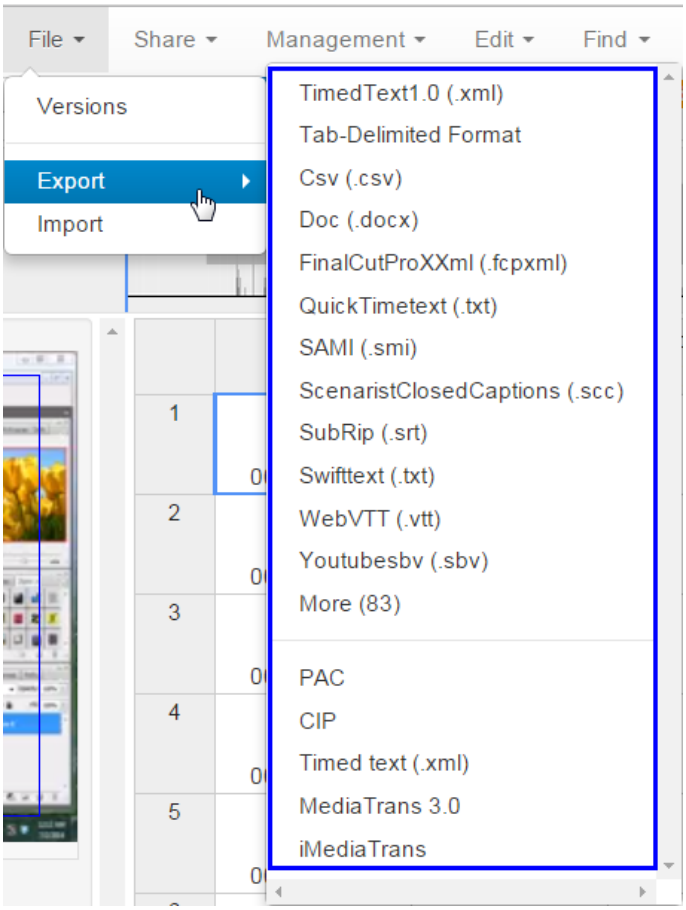
1. Go to **File > Versions**. This displays the list of available versions.



2. You can click the version link to view the file.

7.2.2. Exporting the File

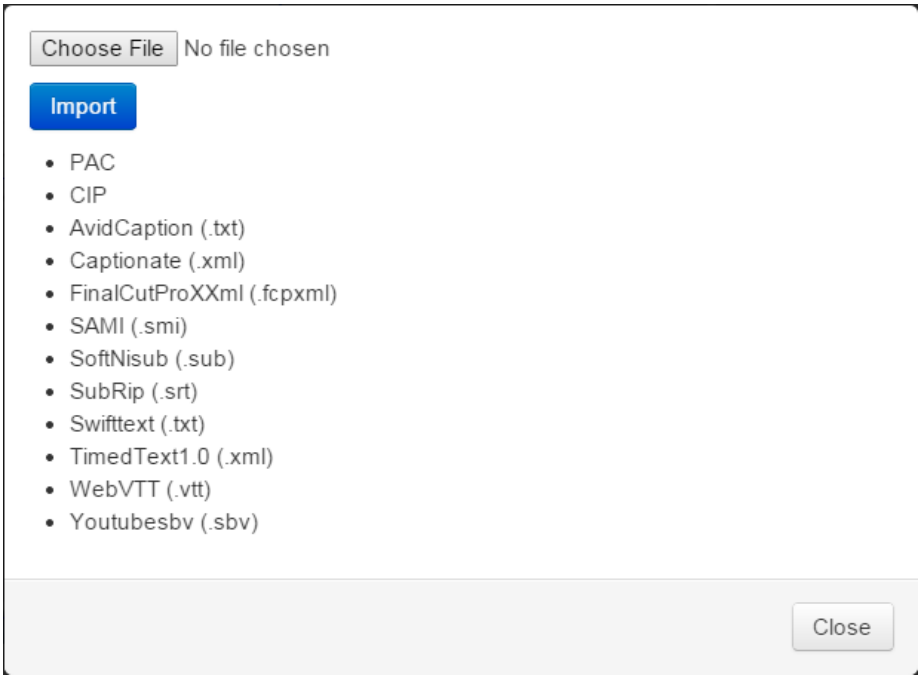
1. Go to **File > Export**. The list of available formats is displayed.



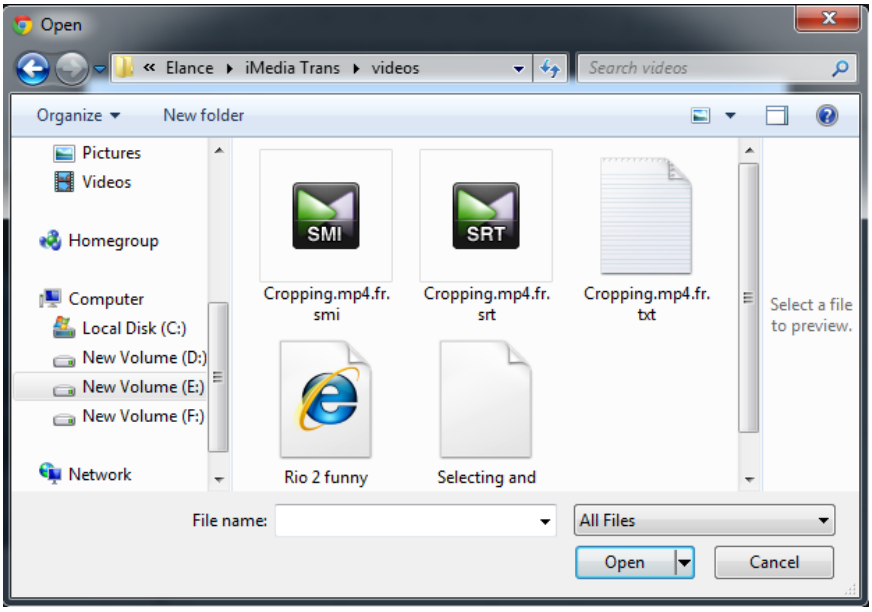
2. Select the required format to export the file.

7.2.3. Importing the File

1. Go to **File > Import**. The following popup window is displayed.



2. Click **Choose File**. The following popup window is displayed.



3. Browse to select the required file and click **Open**.

4. Click **Import**.

7.3 Management Menu

7.3.1. Completing

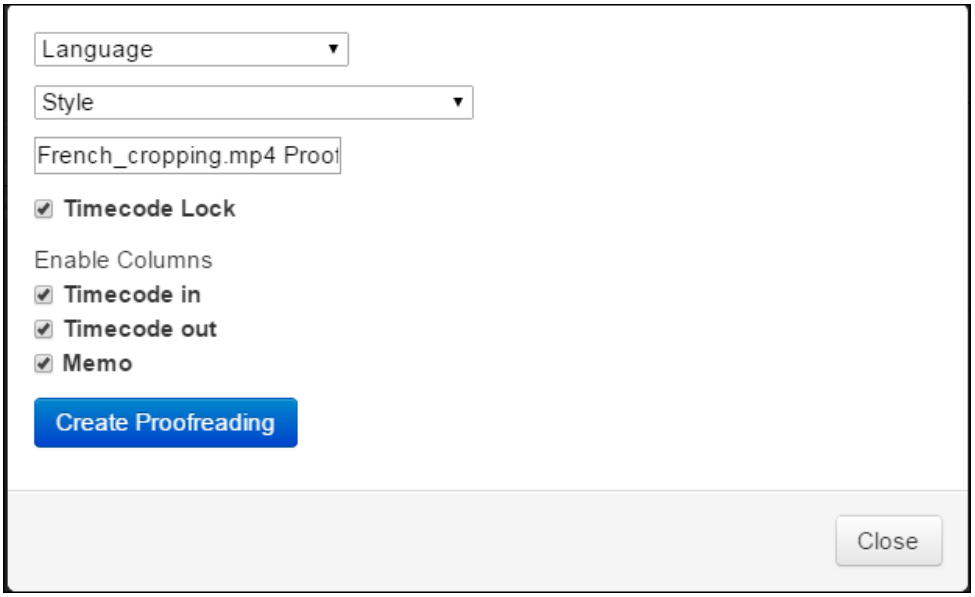
Refer Submitting the Assignment for more information.

7.3.2. Creating a Pivot Transition

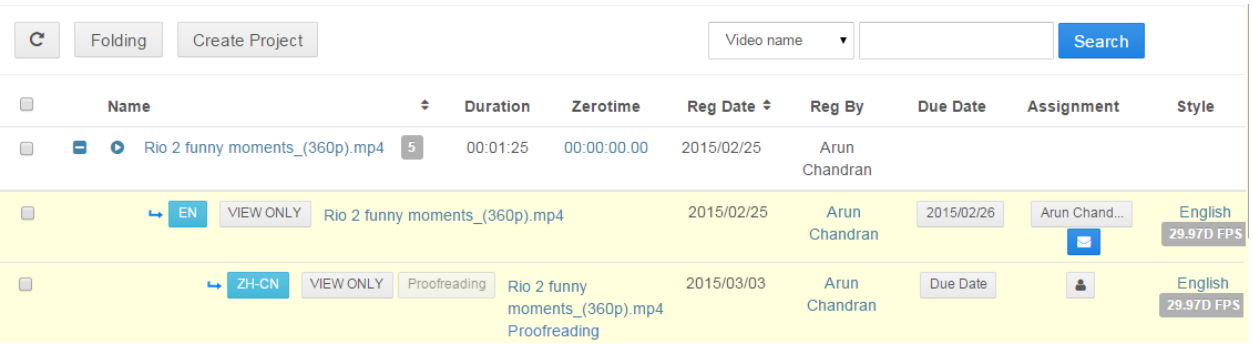
Refer Creating a Pivot Transition for more information.

7.3.3. Creating a Proofreading

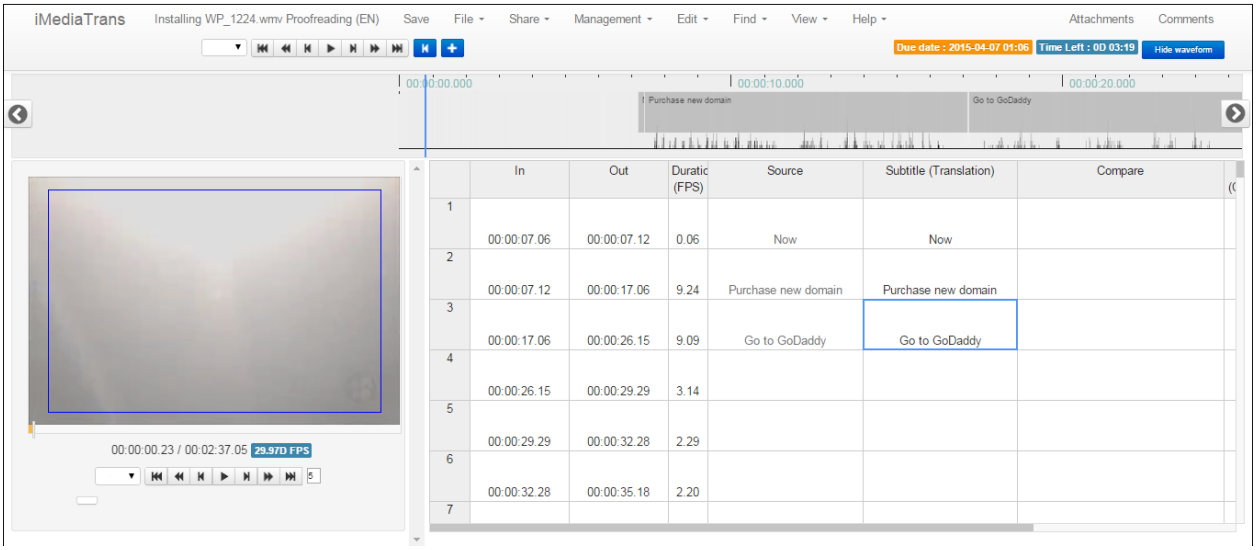
1. Go to **Management > Create Proofreading**. The following popup window is displayed.



2. Select the target language from the **Language** dropdown list.
3. Select the required style from the dropdown list.
4. Enter a name for the project in the **Name** field.
5. To lock the time stampings, select the **Timecode Lock** checkbox. This prevents the user working on the project from modifying the time stamp.
6. From the Enable Columns section, select the required checkboxes.
    - Timecode in – Selecting this checkbox enables the user to view the Timecode In column.
    - Timecode out - Selecting this checkbox enables the user to view the Timecode Out column.
    - Memo - Selecting this checkbox enables an additional column where the user can enter the notes.
7. Click **Create Proofreading**. This creates the proofreading project as shown.

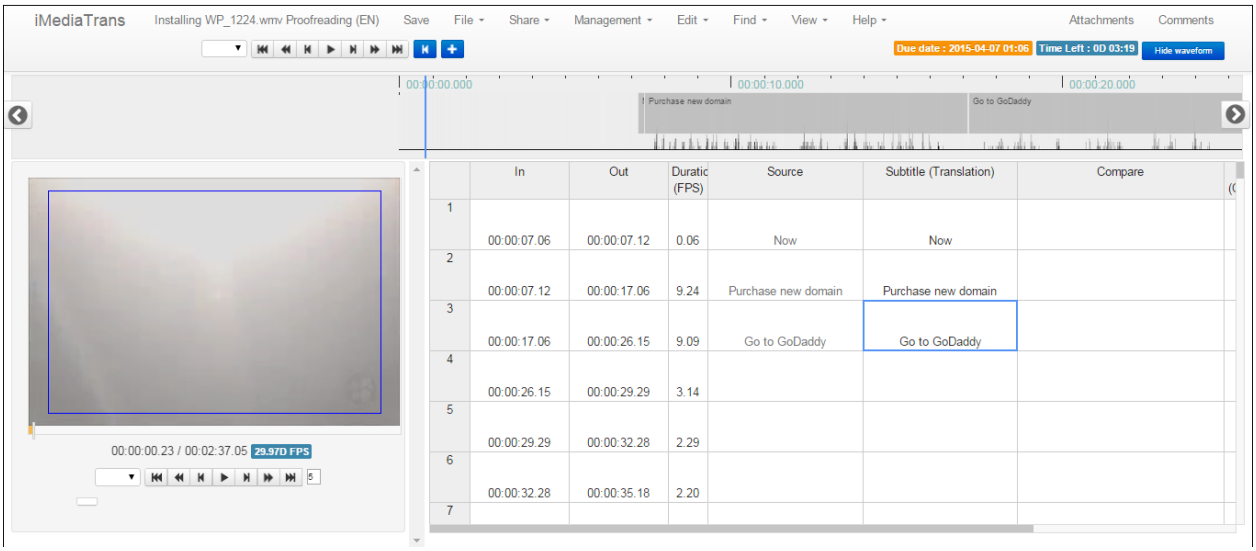


8. The following page is displayed when the Proofreading project is opened.



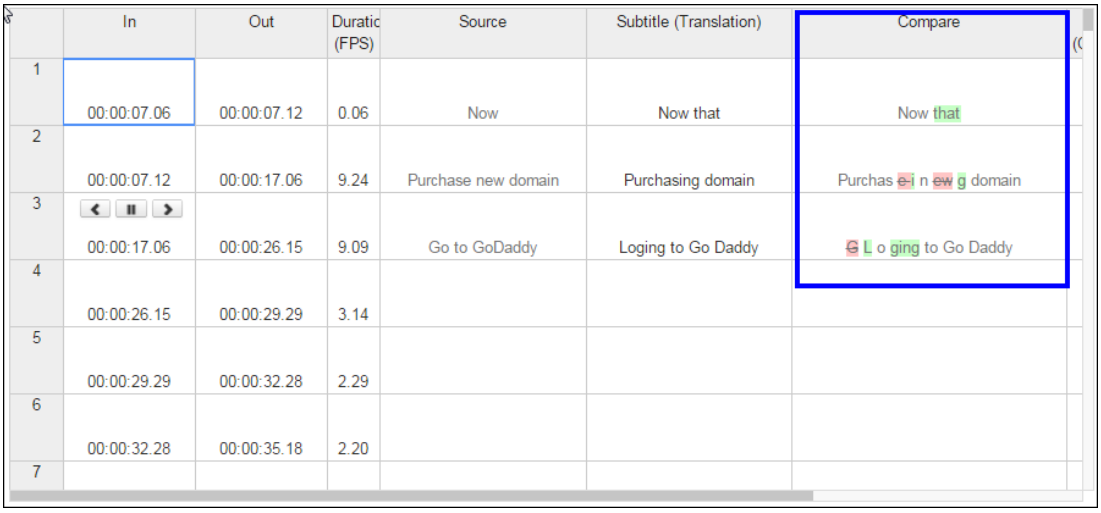
7.3.4. Proofreading a Project

1. Open the required proofreading project. The following page is displayed.



2. Modify the content as required in the **Subtitle (Translation)** column.

3. Any changes made are highlighted in green color and is displayed in the **Compare** column as shown.



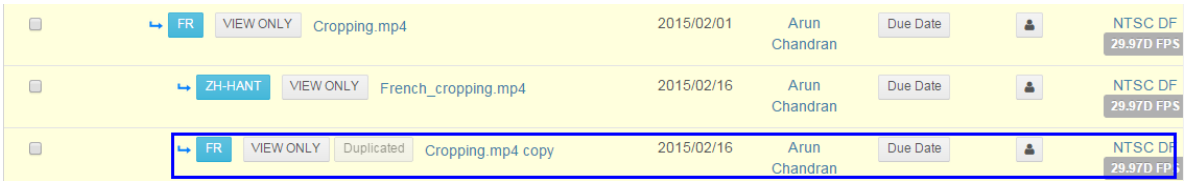
	In	Out	Duratic (FPS)	Source	Subtitle (Translation)	Compare
1	00:00:07.06	00:00:07.12	0.06	Now	Now that	Now that
2	00:00:07.12	00:00:17.06	9.24	Purchase new domain	Purchasing domain	Purchas ~~e~~ i n ~~ew~~ g domain
3	00:00:17.06	00:00:26.15	9.09	Go to GoDaddy	Loging to Go Daddy	~~G~~ L o ging to Go Daddy
4	00:00:26.15	00:00:29.29	3.14			
5	00:00:29.29	00:00:32.28	2.29			
6	00:00:32.28	00:00:35.18	2.20			
7						

4. This serves as a point of reference for the translator.

7.3.5. Duplicating a Project

1. Go to **Management > Duplicate Project**. The following popup window is displayed.

2. Click **Duplicate**. This duplicates the project as shown.


FR VIEW ONLY Cropping.mp4 2015/02/01 Arun Chandran Due Date NTSC DF 29.97D FPS
ZH-HANT VIEW ONLY French_cropping.mp4 2015/02/16 Arun Chandran Due Date NTSC DF 29.97D FPS
FR VIEW ONLY Duplicated Cropping.mp4 copy 2015/02/16 Arun Chandran Due Date NTSC DF 29.97D FPS

3. Once duplicated, you can modify the Due Date, assign it to user or change the project settings.

7.4 View Menu

7.4.1. Zoom

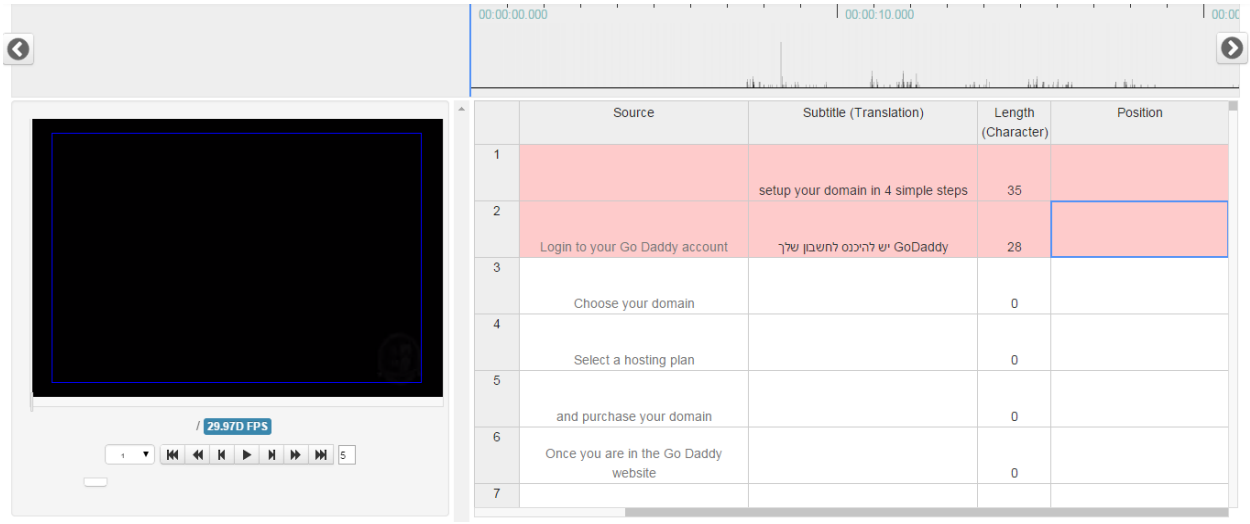
This option enables you to zoom the screen.

1. Go to **View** and select the required zoom level.

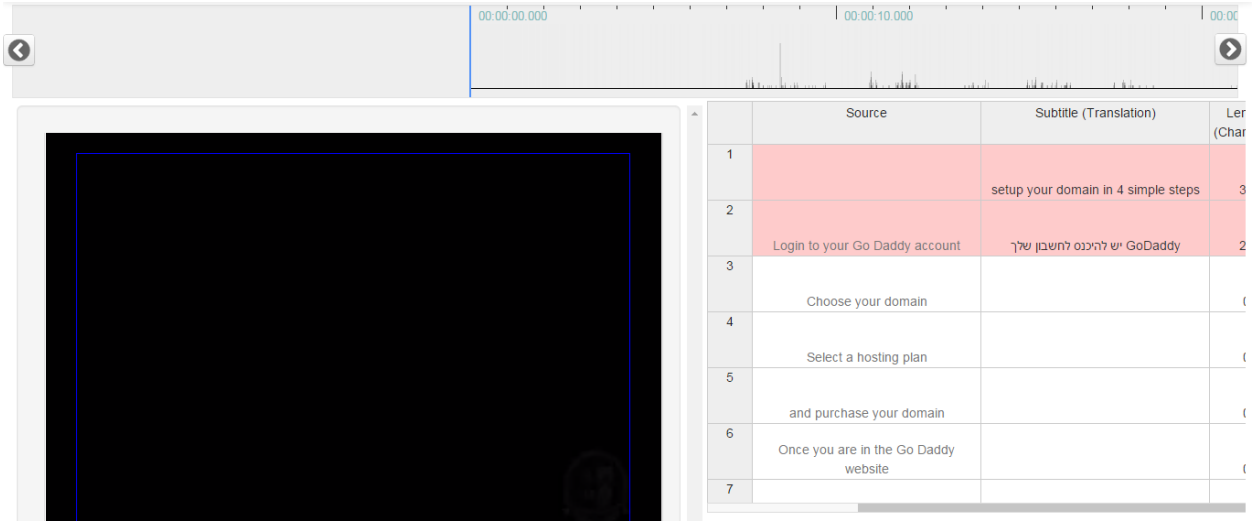
    - 100% - Zooms the screen 100%.
    - 150% - Zooms the screen 150%.
    - Full Screen - Zooms the screen full size.

2. Based on the zoom level selected, following screen is displayed.

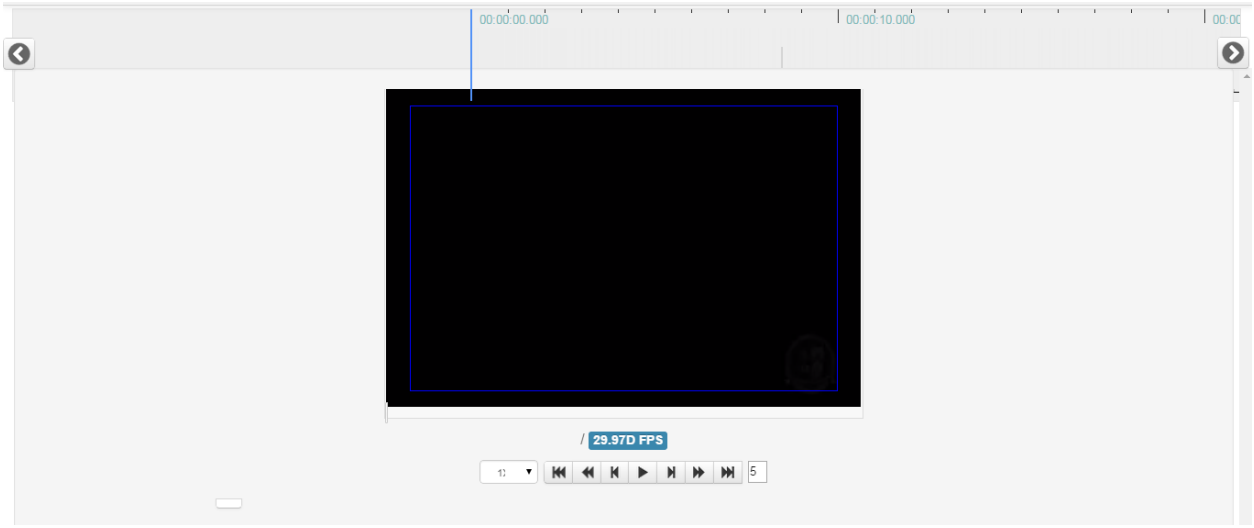
100%



150%



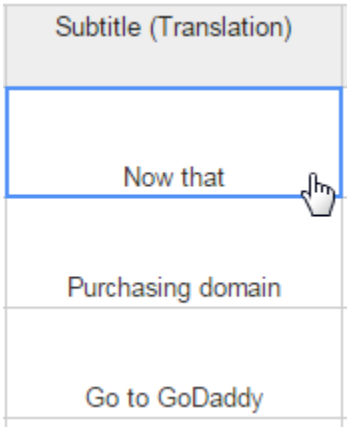
Full Screen



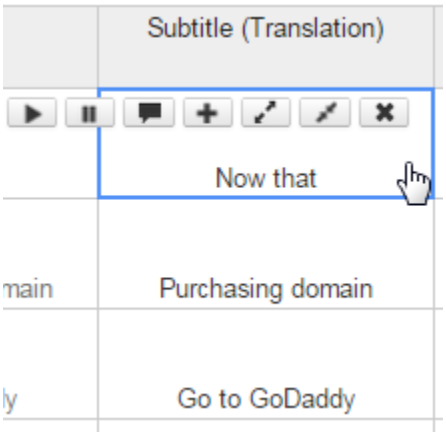
7.4.2. Command Buttons

This option enables you to show / hide the command buttons in the source/subtitle column.

1. Go to **View > Command buttons.** This hides the command buttons as shown.



2. To view the command buttons, go to **View > Command buttons**. This displays the Command buttons as shown.



7.4.3. Duration

This option enables you to show / hide the Duration column.

1. Go to **View > Duration**. This displays the Duration column as shown.

	Duration (FPS)	Memo	Source
1			
2	2.00		Login to your Go Daddy account
3	1.24		Choose your domain
4	2.00		Select a hosting plan
5	2.00		and purchase your domain
6	2.00		Once you are in the Go Daddy website

2. To hide column, go to **View** and select **Duration**.

7.4.4. Memo

This option enables you to show / hide the Memo column.

1. Go to **View > Memo**. This displays the Memo column as shown.

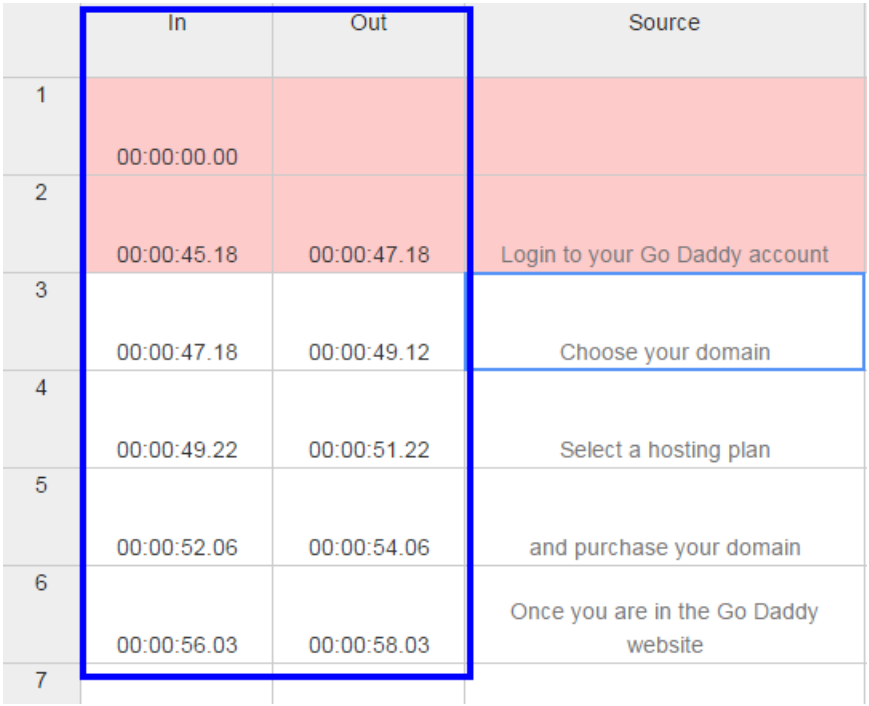
	Memo	Source
1		
2		Login to your Go Daddy account
3		Choose your domain
4		Select a hosting plan
5		and purchase your domain
6		Once you are in the Go Daddy website
7		

2. To hide column, go to **View** and select **Memo**.

7.4.5. Timecode

This option enables you to show / hide the Timecode columns.

1. Go to **View > Timecode**. This displays the Timecode column as shown.



	In	Out	Source
1	00:00:00.00		
2	00:00:45.18	00:00:47.18	Login to your Go Daddy account
3	00:00:47.18	00:00:49.12	Choose your domain
4	00:00:49.22	00:00:51.22	Select a hosting plan
5	00:00:52.06	00:00:54.06	and purchase your domain
6	00:00:56.03	00:00:58.03	Once you are in the Go Daddy website
7			

2. To hide column, go to **View** and select **Timecode**.

7.4.6. Source Language

This option enables you to show / hide the Source Language column.

1. Go to **View > Source Language**. This displays the Source Language column as shown.

In	Out	Source
00:00:00.00		
00:00:45.18	00:00:47.18	Login to your Go Daddy account
00:00:47.18	00:00:49.12	Choose your domain
00:00:49.22	00:00:51.22	Select a hosting plan
00:00:52.06	00:00:54.06	and purchase your domain
00:00:56.03	00:00:58.03	Once you are in the Go Daddy website

2. To hide column, go to **View** and select **Source Language**.

7.4.7. Compare Subtitle

This option enables you to show / hide the Compare Subtitle column. This option is used for proofreading project, to show the translator where and how it has been edited.

1. Go to **View > Compare Subtitle**. This displays the Compare Subtitle column as shown.

	Subtitle (Translation)	Compare
1		
2	Sign in	~~Log~~ S i g n ~~to your Go Daddy accou~~ i n ~~t~~
3	Select Domain	~~Choos~~ Sel e ~~your~~ ct ~~d~~ D omain
4	Choose hosting plan	~~Sel~~ Choos e ~~ct a~~ hosting plan
5	Purchase domain	~~and p~~ P urchase ~~your~~ domain
6		~~Once you are in the Go Daddy website~~

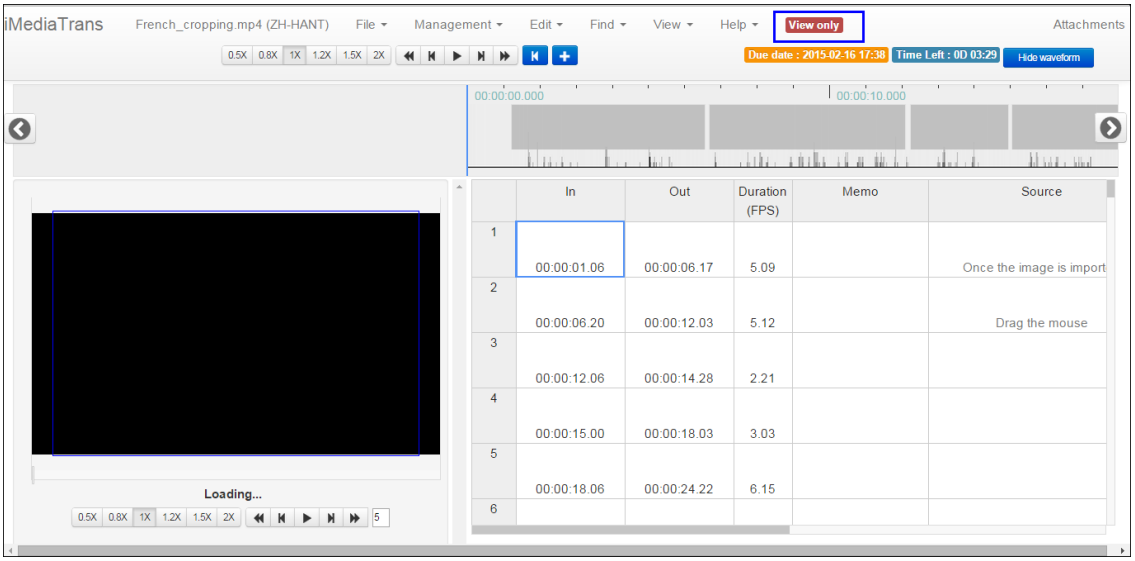
2. To hide column, go to **View** and select **Compare Subtitle**.

7.5 Share Menu

7.5.1. Sharing View Only Version

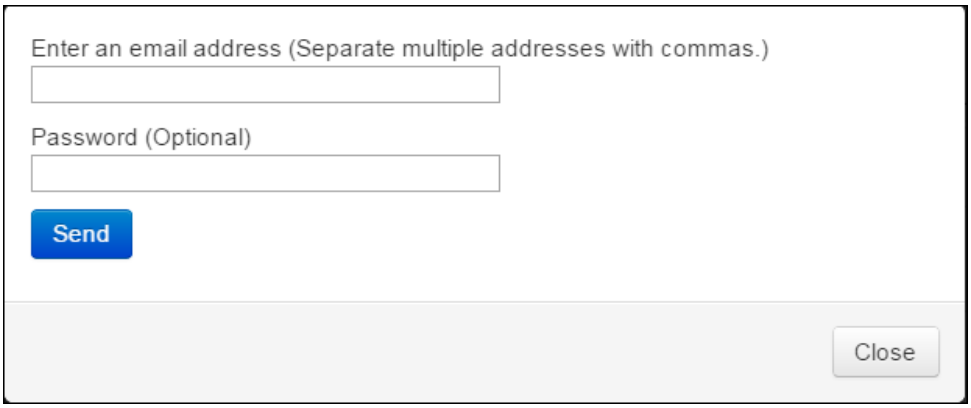
1. Go to **Share > Share View Only Version**. The following popup window is displayed.

2. Copy and send the link to the required user. When the user clicks the link, the file is opened in a Read Only view.



7.5.2. Sharing the Video Player

1. Go to **Share > Share Video Player**. The following popup window is displayed.

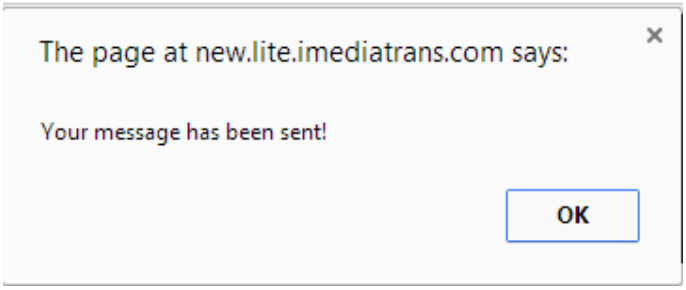


2. Enter the email address in the **Email address** field.

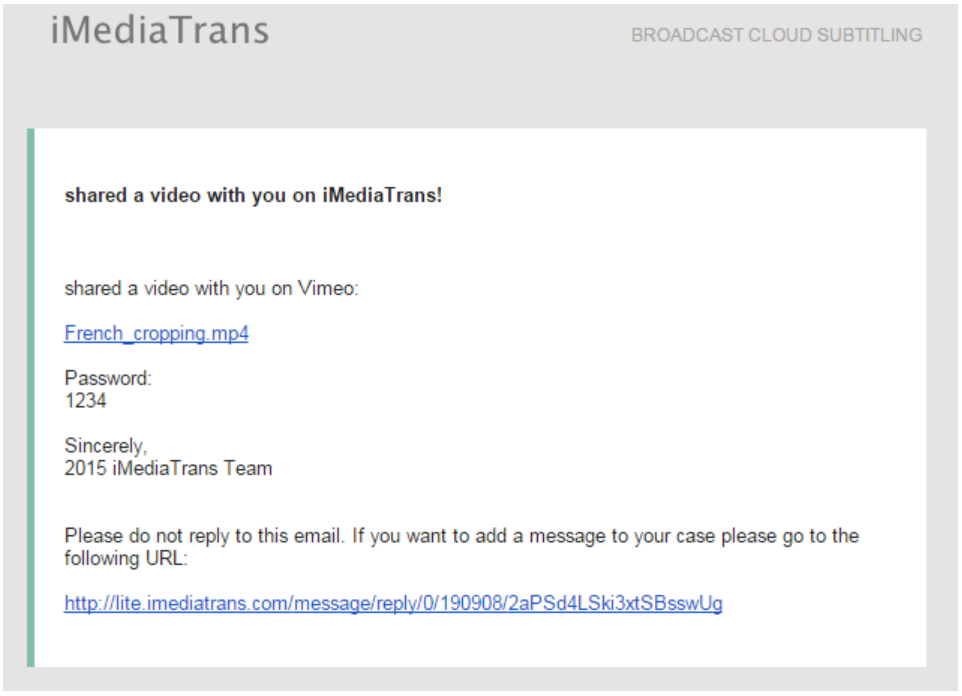
Note: You can share the video player to more than one user. To share it, enter the email address of the all users separated by a comma.

3. Enter the password in the **Password** field. This is only an optional field.

4. Click **Send**. The following popup window is displayed.



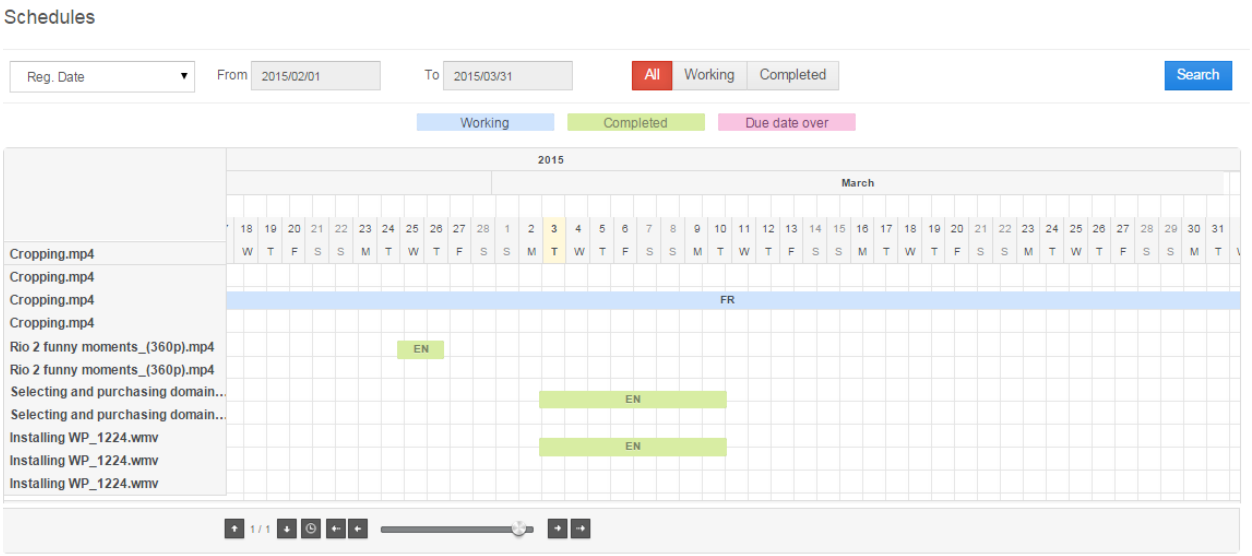
5. Click **OK**. The email is received as shown.


iMediaTrans
BROADCAST CLOUD SUBTITLING
shared a video with you on iMediaTrans!
shared a video with you on Vimeo:
French_cropping.mp4
Password:
1234
Sincerely,
2015 iMediaTrans Team
Please do not reply to this email. If you want to add a message to your case please go to the following URL:
http://lite.imediatrans.com/message/reply/0/190908/2aPSd4LSki3xtSBsswUg

8. How to Manage the Settings

8.1 Schedules

1. Once logged into iMediaTrans, click **Schedules**. The following page is displayed.



2. From the dropdown list select the required schedule (Reg. Date / Due Date).

3. Click the **From** field to select the from date from the calendar.

4. Click the **To** field to select the to date from the calendar.

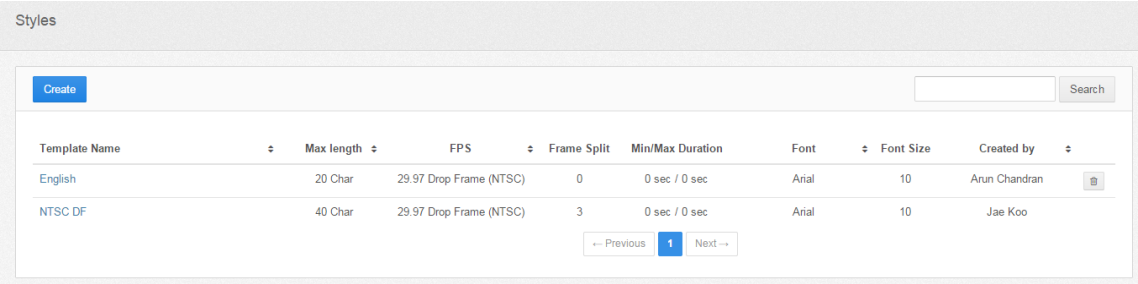
5. Select the required filter (All, Working or Completed).

6. Click **Search**. The schedules matching the criteria are displayed.

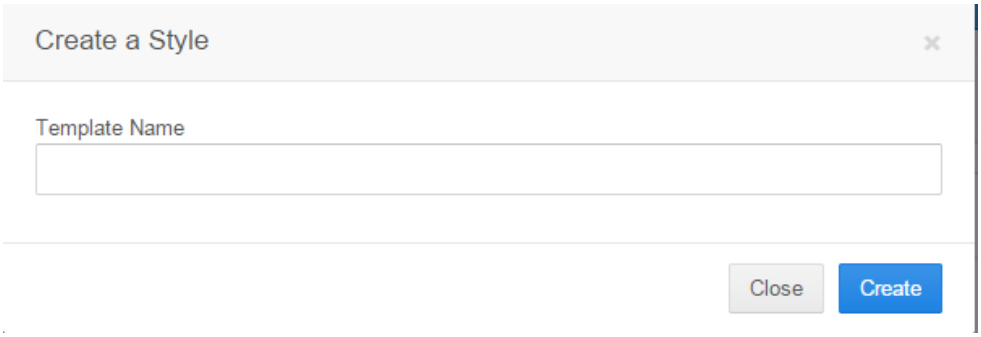
8.2 Styles

8.2.1. Creating New Style

1. Go to **Styles** . The following page is displayed.



2. Click **Create**. The following page is displayed.



3. Enter the name of the style in the **Template Name** field.

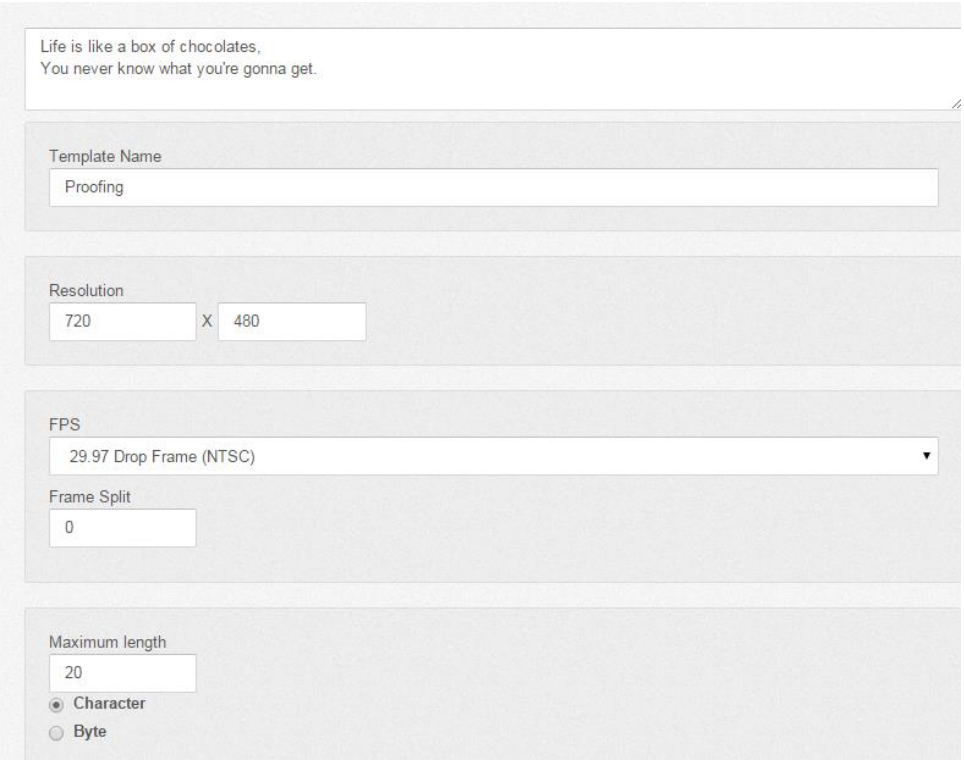
4. Click **Create**. This creates the template.

Note: By default, the name of the template is displayed in the Template Name field. You can modify the name if required.

5. Enter the required resolution of the screen in the **Resolution** field.

6. Select the required FPS from the **FPS** dropdown list and enter the frame split in the **Frame Split** field.

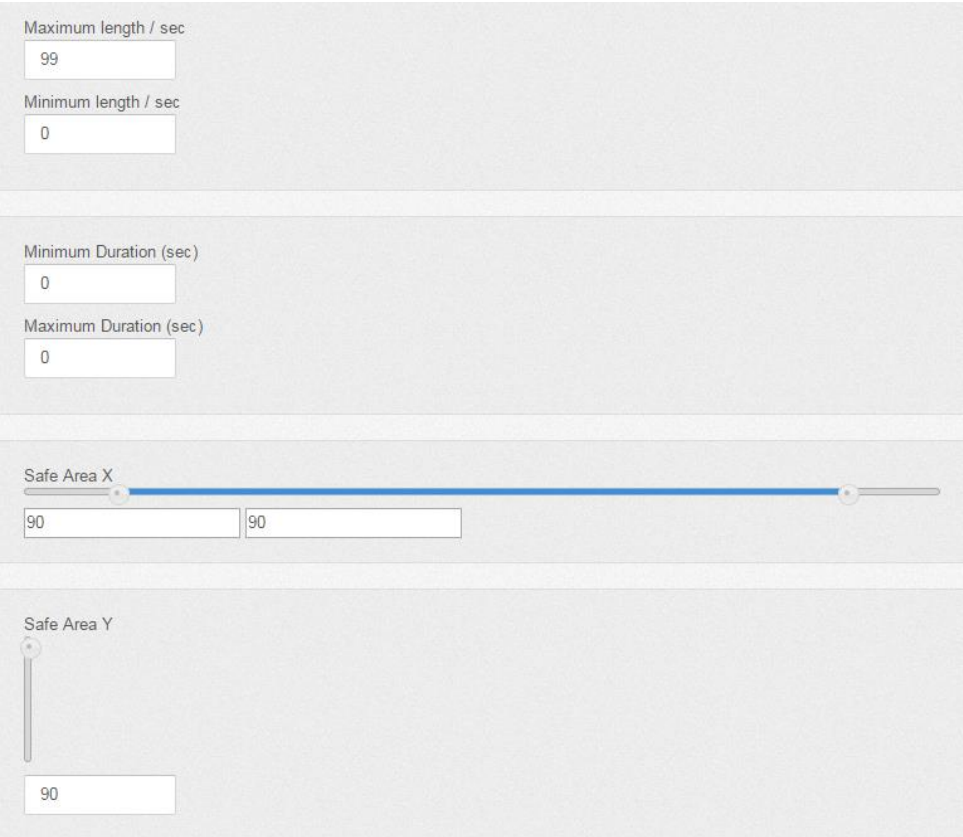
7. Enter the maximum length of the character / byte from the **Maximum Length** field and select the required option corresponding to the maximum length – **Character** / **Byte**.



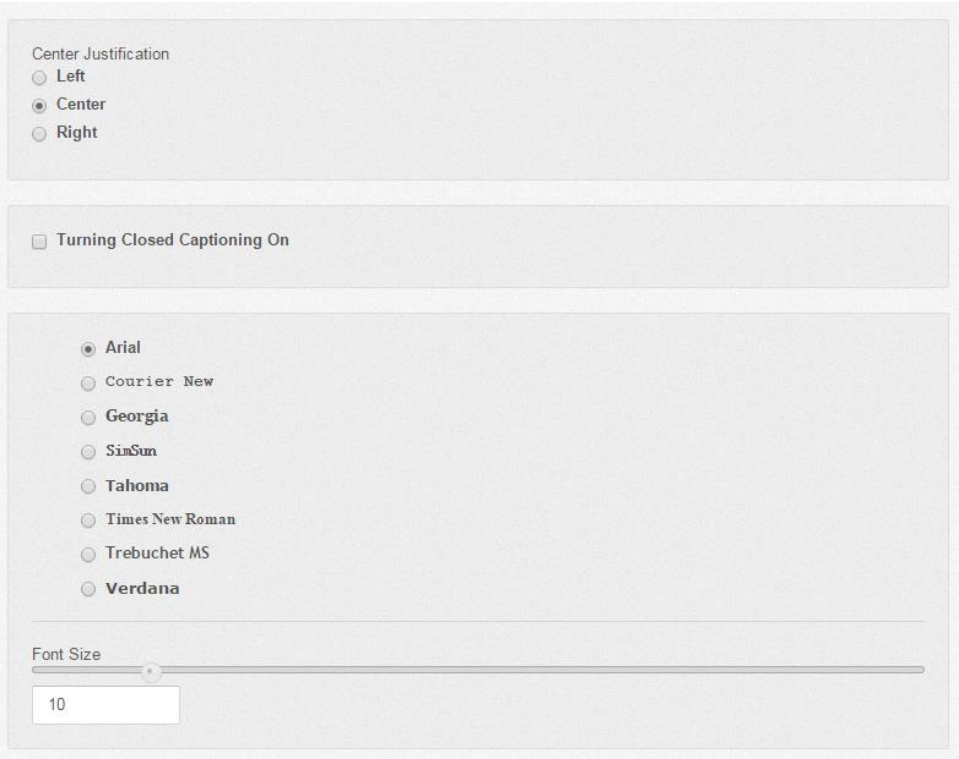
8. Enter the maximum length per second in the **Maximum Length / Sec** field.
9. Enter the minimum length per second in the **Minimum Length / Sec** field.
10. Enter the minimum duration in seconds in the **Minimum Duration (Sec)** field.
11. Enter the maximum duration in seconds in the **Maximum Duration (Sec)** field.
12. Move the **Safe Area X** slider to select the safe area horizontally.

Note: Moving the slider point on the left side increases/decreases the margin on the left hand side. Moving the slider point on the right side increases/decreases the margin on the right hand side.

13. Move the **Safe Area Y** slider to select the safe area vertically.



14. Select the required justification of the text from the **Center Justification** section.
15. Select the **Turning Closed Captioning On** checkbox to turn on the closed captioning.
16. Select the required font for the text.
17. Slide the **Font Size** slide bar to select the size of the text.



18. Slide the **Line Spacing** slide bar to select the spacing between lines.

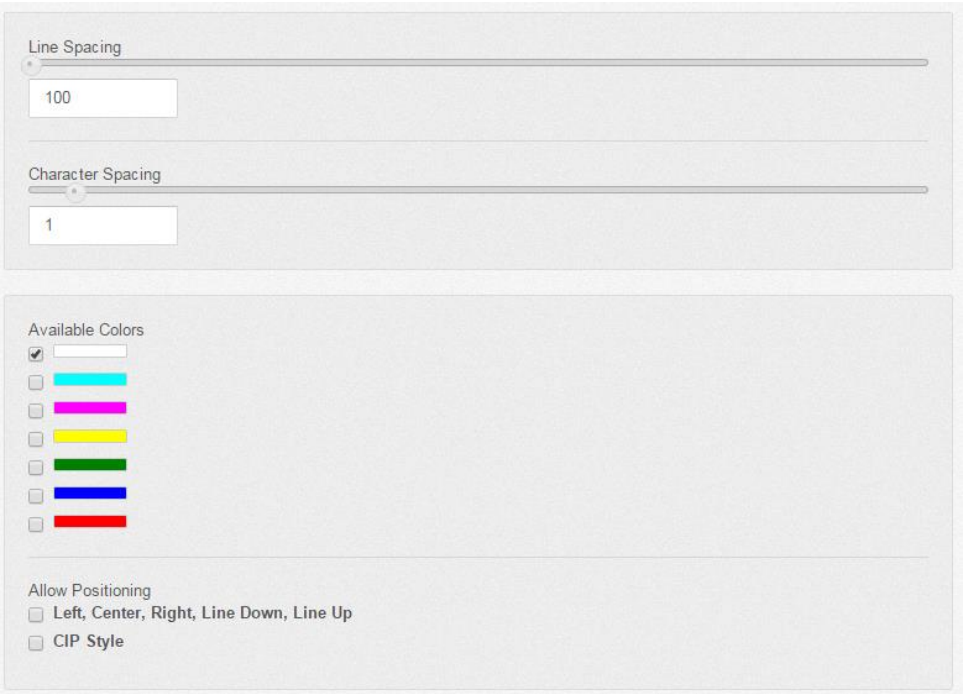
19. Slide the **Character Spacing** slide bar to space between the characters.

20. Select the checkbox corresponding to the required colors from the **Available Colors** section. The colors selected are applied to the fonts in the subtitle.

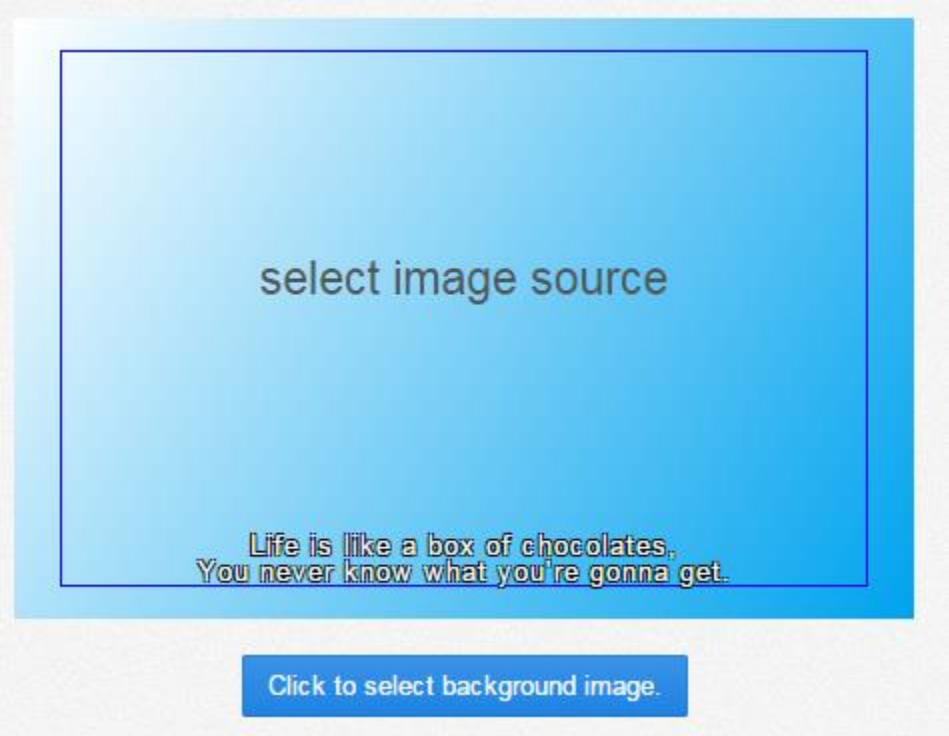
Note: The Caption files are for hard-of-hearing. For files with different characters or background sounds/explanation, the subtitles will be distinguished by the color.

21. Select the required positioning from the **Allow Positioning** section.

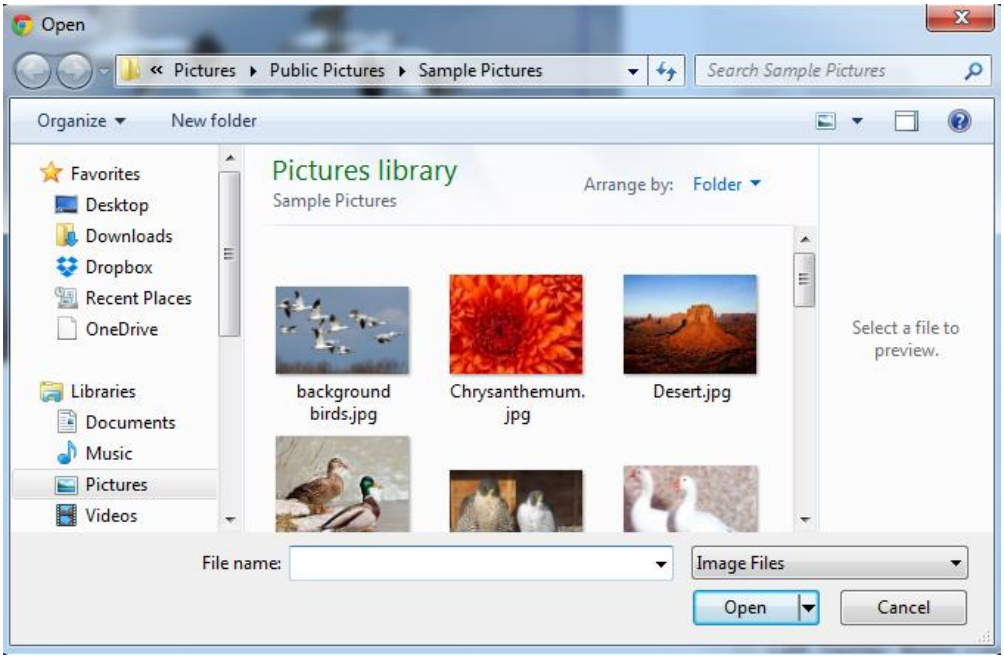
Note: The alignment keys are not displayed if the Style used for the project does not have the feature.



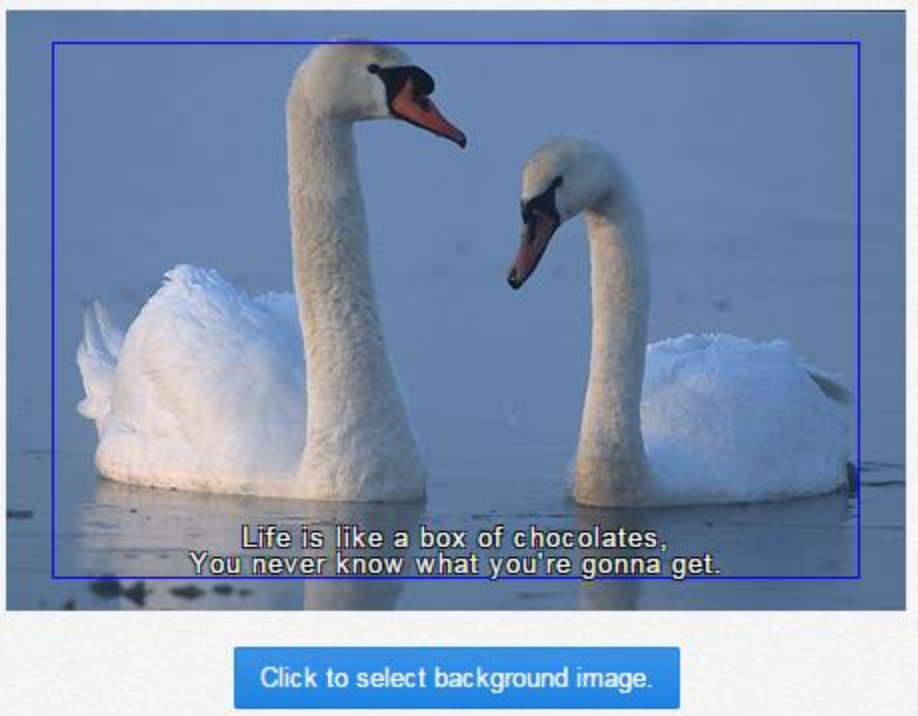
22. To select a background, click **Click to select background image**.


select image source
Life is like a box of chocolates.
You never know what you're gonna get.
Click to select background image.

23. The following window is displayed.



24. Browse the required picture and click **Open**. This displays the background as shown.



Note: This screen is similar to the live screen watched by the user. By using this screen, we can verify the location of the subtitles, the background looks, and check the screen resolution.

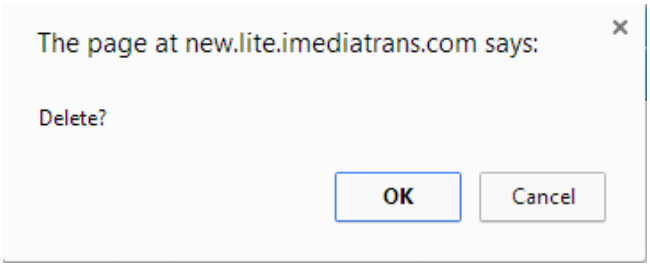
25. Click **Save** to save the template.

8.2.2. Modifying the Style

1. Go to **Styles**. This displays the list of available templates.
2. Click the name of the template to be modified.
3. Make the required changes and click **Save**.

8.2.3. Deleting the Style

1. Go to **Styles**. This displays the list of available templates.
2. Click the icon corresponding to the template to be deleted. The confirmation message box is displayed.

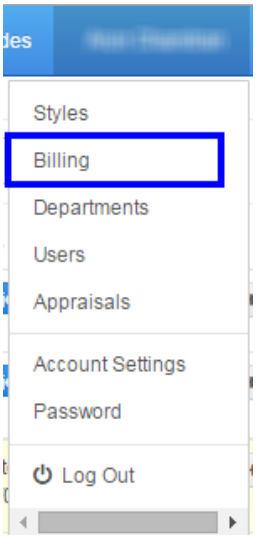


3. Click **OK** to delete.

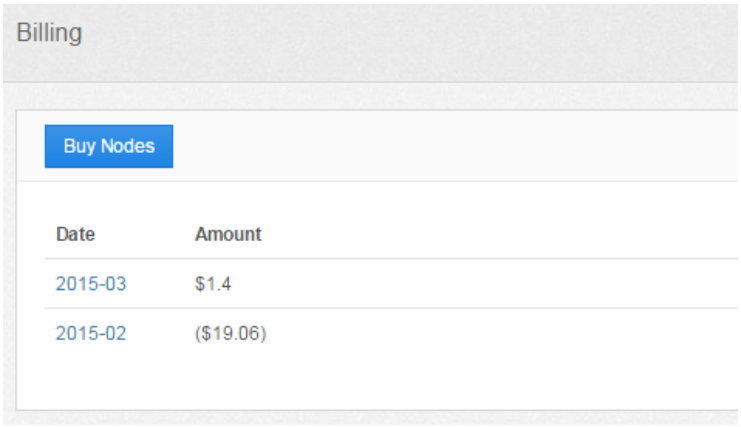
8.3 Billing

This option enables the users to create billing for the nodes purchased.

1. Click the user name and select **Billing**.



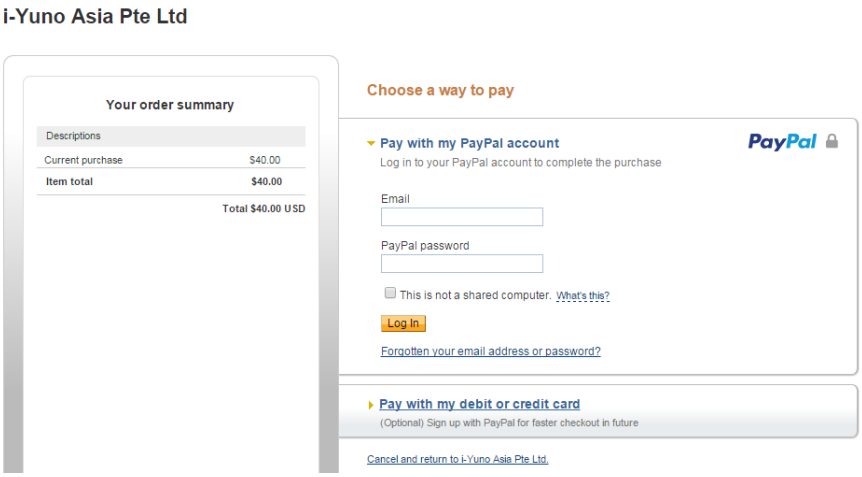
2. The following page is displayed.



3. Click **Buy Nodes**. The following popup window is displayed. Refer Pricing Plan for more information.

4. Select the required number of nodes from the **Nodes** dropdown list.

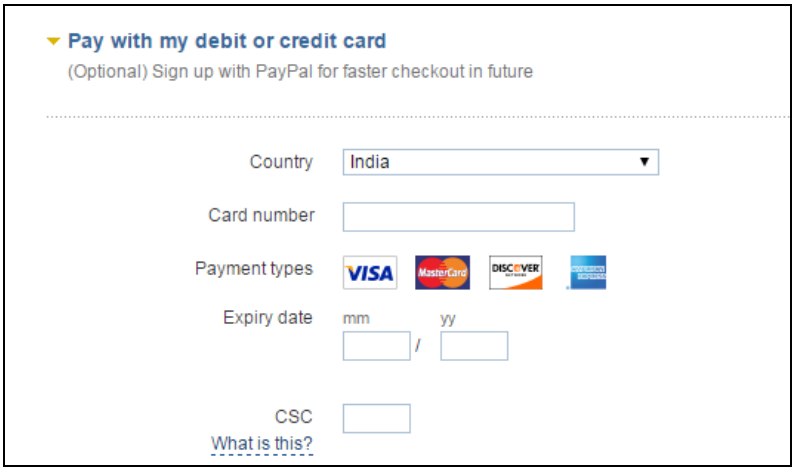
5. Click **PayPal check out**. The following page is displayed.


i-Yuno Asia Pte Ltd
Your order summary
Descriptions
Current purchase $40.00
Item total $40.00
Total $40.00 USD
Choose a way to pay
Pay with my PayPal account
PayPal
Log in to your PayPal account to complete the purchase
Email
PayPal password
This is not a shared computer. What's this?
Log In
Forgotten your email address or password?
Pay with my debit or credit card
(Optional) Sign up with PayPal for faster checkout in future
Cancel and return to i-Yuno Asia Pte Ltd.

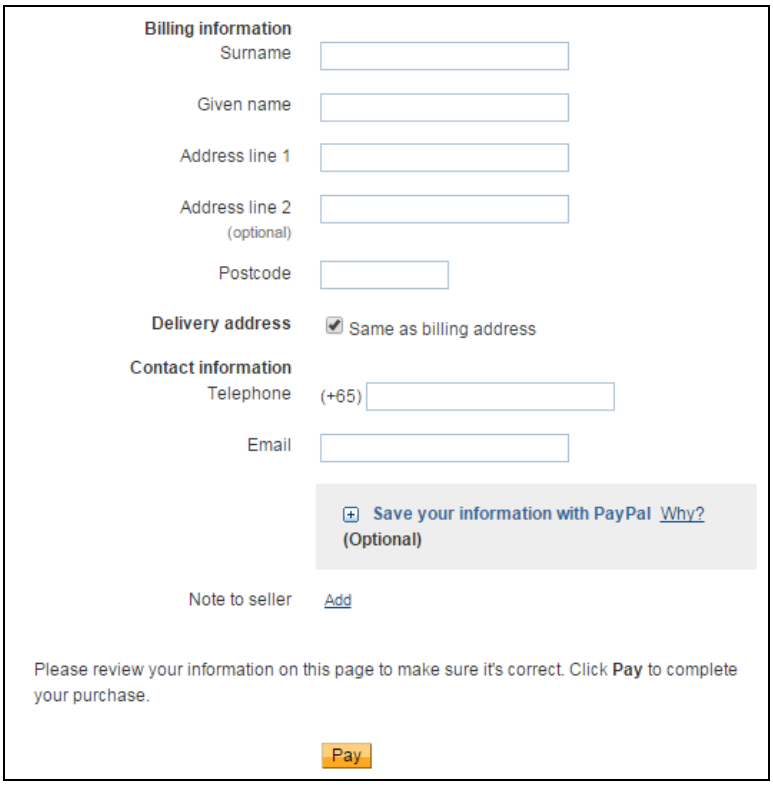
6. Enter the Email address and the PayPal password to login to pay for the nodes.

7. If you want to pay using the debit or credit card, click the **Pay with my debit or credit card** link. The following page is displayed.

    a. Card Information



    b. Billing Information



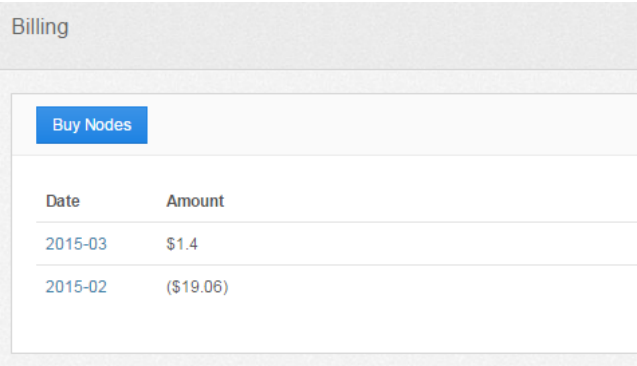
8. Enter the card and billing information.

9. Click **Pay** to pay for the nodes.

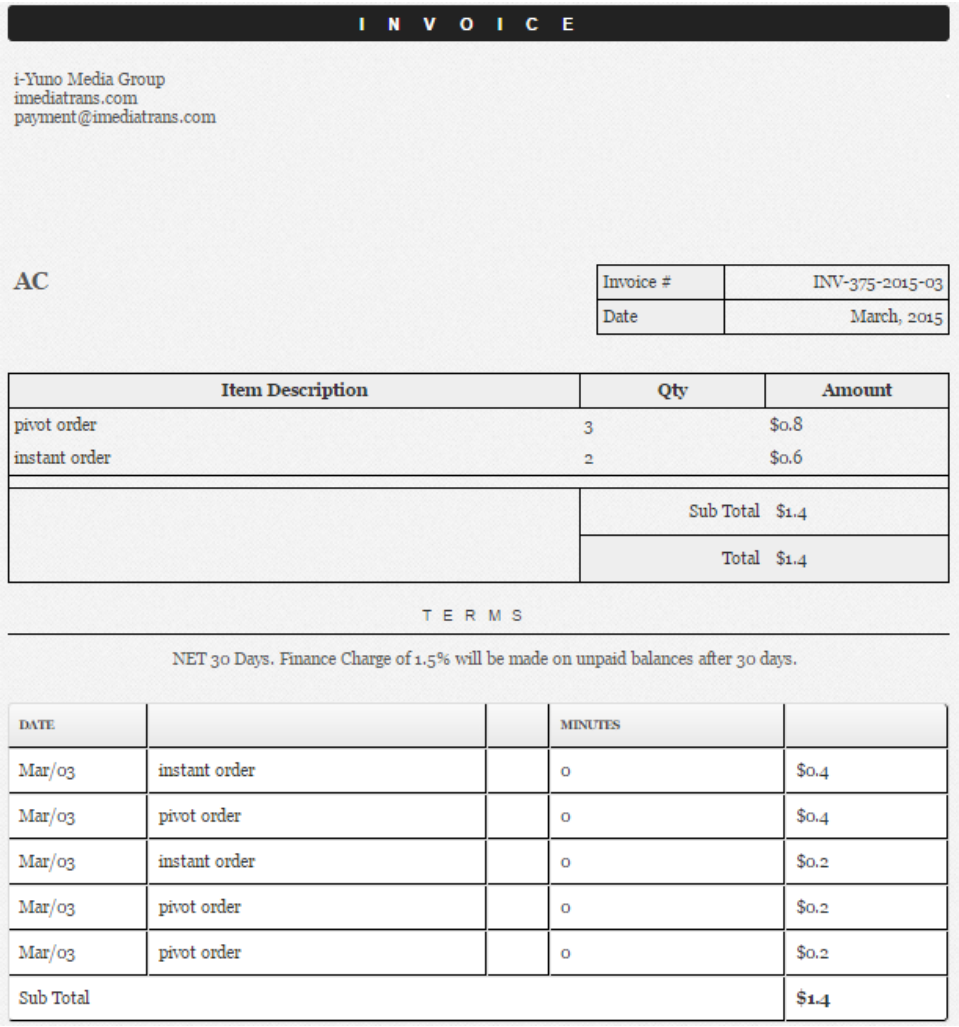
8.3.1. Viewing the Billing Invoice

1. Click the user name and select **Billing**.

2. The following page is displayed.



3. Click the **Date** link for which you would like to see the invoice. The following page is displayed.



I N V O I C E

i-Yuno Media Group
imediatrans.com
payment@imediatrans.com

AC

Invoice #	INV-375-2015-03
Date	March, 2015

Item Description	Qty	Amount
pivot order	3	$0.8
instant order	2	$0.6

Sub Total	$1.4
Total	$1.4

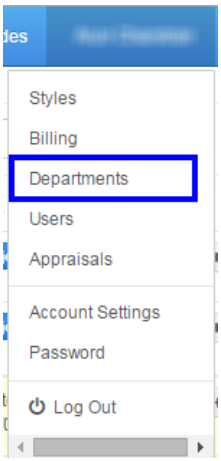
T E R M S

NET 30 Days. Finance Charge of 1.5% will be made on unpaid balances after 30 days.

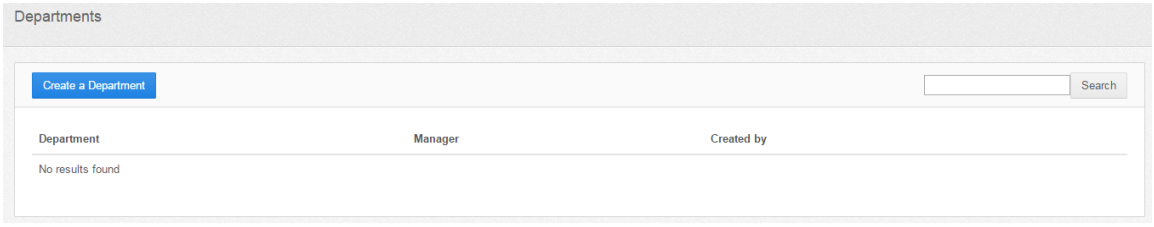
DATE			MINUTES	
Mar/03	instant order		0	$0.4
Mar/03	pivot order		0	$0.4
Mar/03	instant order		0	$0.2
Mar/03	pivot order		0	$0.2
Mar/03	pivot order		0	$0.2
Sub Total				**$1.4**

8.4 Departments

1. Click the user name and select **Departments**.



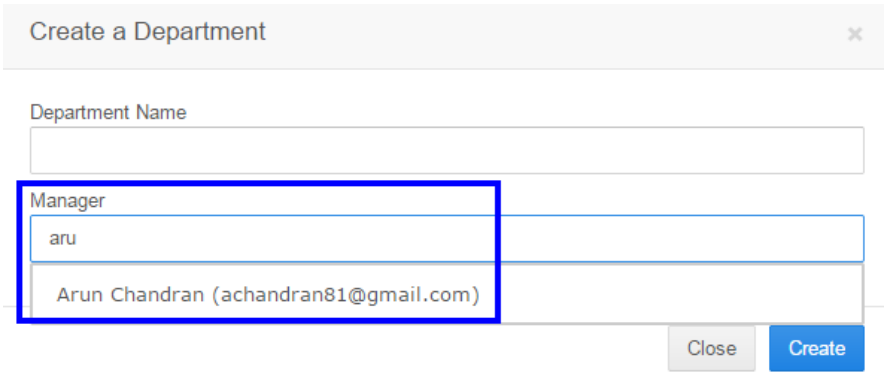
2. The following page is displayed.



3. Click **Create a Department**. The following page is displayed.

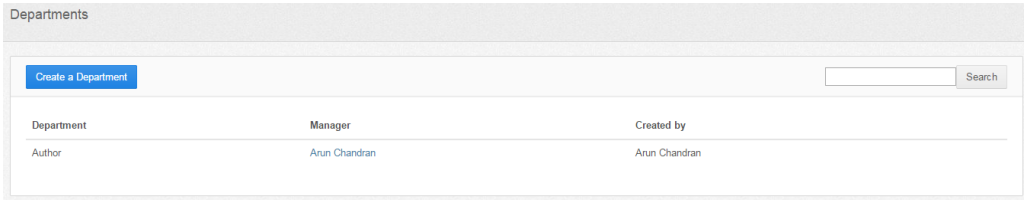
4. Enter the name of the department in the Department Name field.

5. Enter the name of the user in the **Manager** field. This displays a list of names.



6. Select the required user to assign as the manager.

7. Click **Create**. This creates the department and is displayed as shown.



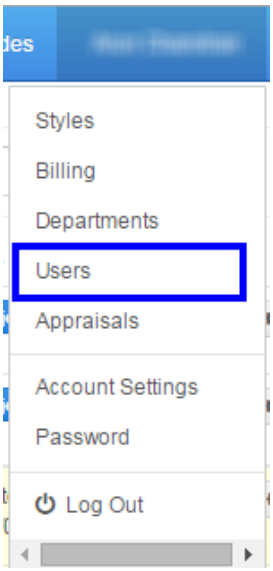
Note: You can click the name link in the Manager column to view the details of the user.

8.5 Users

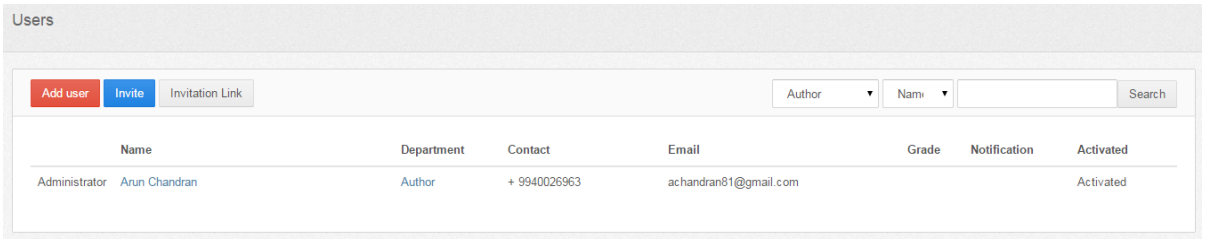
This option enables you to create new users, invite users or send links to the users.

8.5.1. Adding User

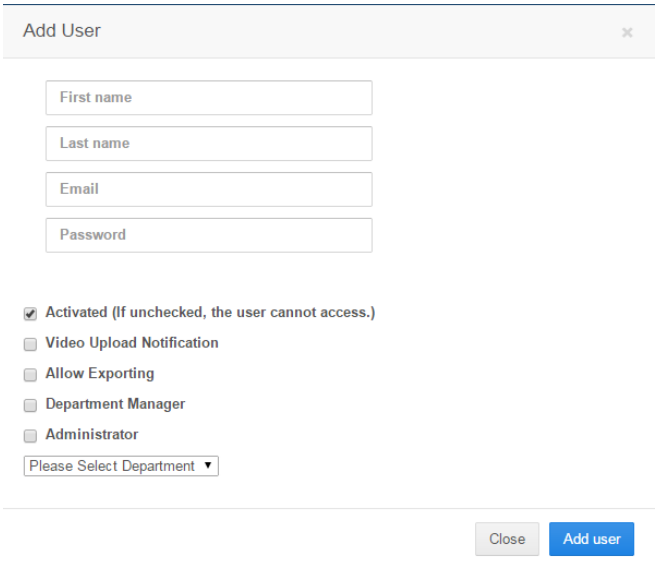
1. Click the user name and select **Users**.



2. The following page is displayed.



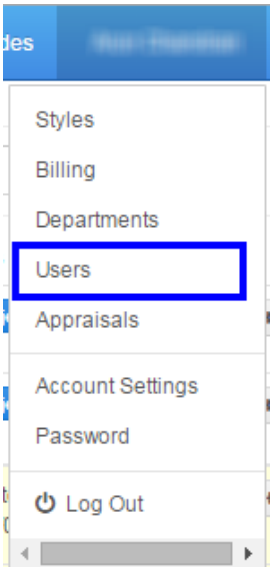
3. Click **Add User**. The following popup window is displayed.



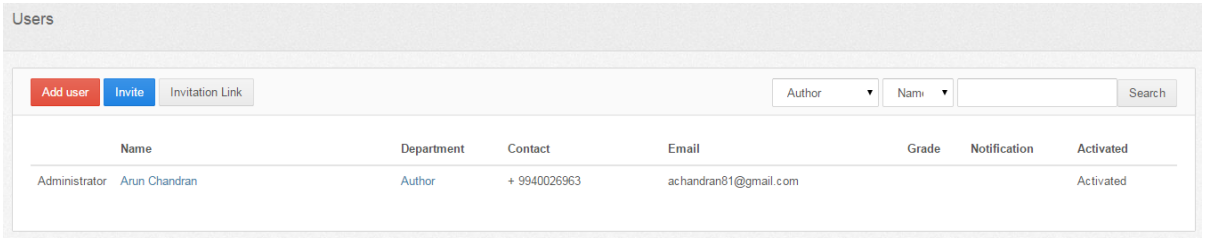
4. Enter the first name of the user in the **First name** field.
5. Enter the last name of the user in the **Last name** field.
6. Enter the valid email address of the user in the **Email** field.
7. Enter the password in the **Password** field.
8. Select the required checkboxes.
    - **Activated** – Selecting this checkbox, activates the user.
    - **Video Upload Notification** – Selecting this checkbox enables the users to receive notification during video upload.
    - **Allow Exporting** – Selecting this checkbox enables the users to allow exporting.
    - **Department Manager** – Selecting this checkbox enables the users to perform the role of a department manager.
    - **Administrator** - Selecting this checkbox enables the users to perform the role of the administrator.
9. Select the required department from the Department dropdown list.
10. Click **Add user**.

8.5.2. Inviting User

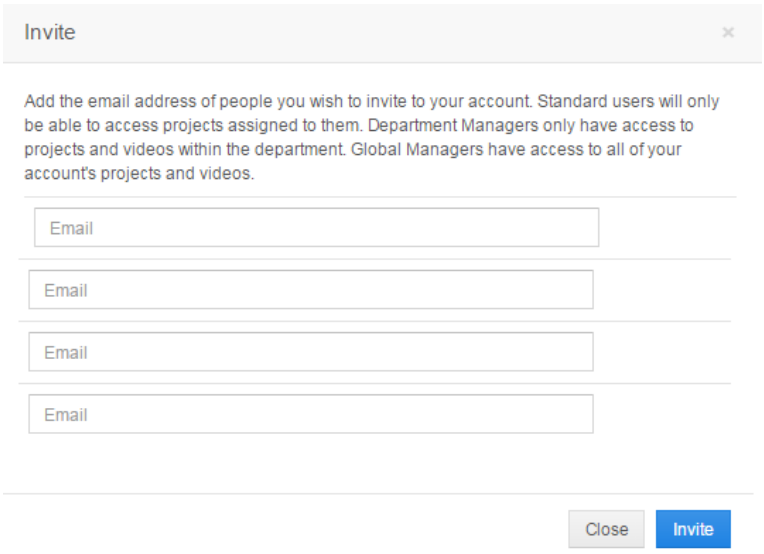
1. Click the user name and select **Users**.



2. The following page is displayed.



3. Click **Invite**. The following popup window is displayed.

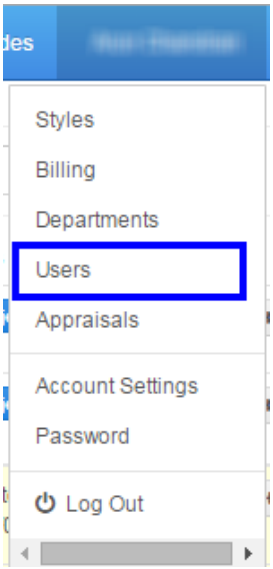

Invite
Add the email address of people you wish to invite to your account. Standard users will only be able to access projects assigned to them. Department Managers only have access to projects and videos within the department. Global Managers have access to all of your account's projects and videos.
Email
Email
Email
Email
Close
Invite

4. Enter the email address of the user to be invited in the **Email** field.

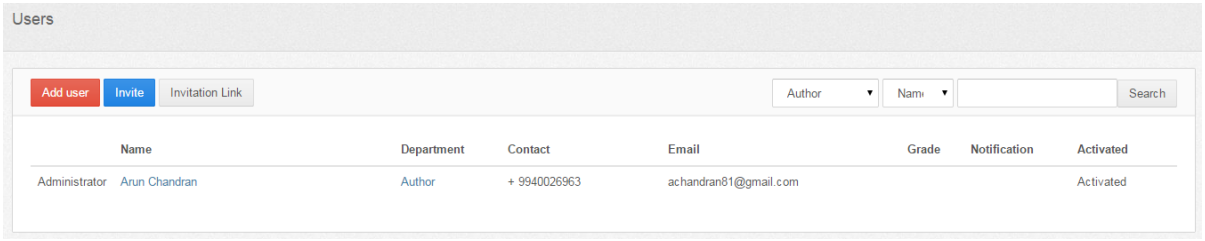
5. Click **Invite**.

8.5.3. Invitation Link

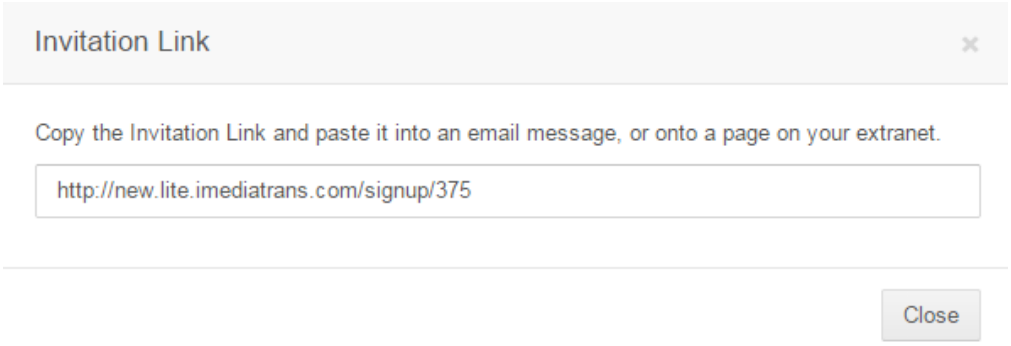
1. Click the user name and select **Users**.



2. The following page is displayed.



3. Click **Invitation Link**. The following popup window is displayed.


Invitation Link
Copy the Invitation Link and paste it into an email message, or onto a page on your extranet.
http://new.lite.imediatrans.com/signup/375
Close

4. You can copy the link and paste it in an email message or you can also paste the link in a webpage.

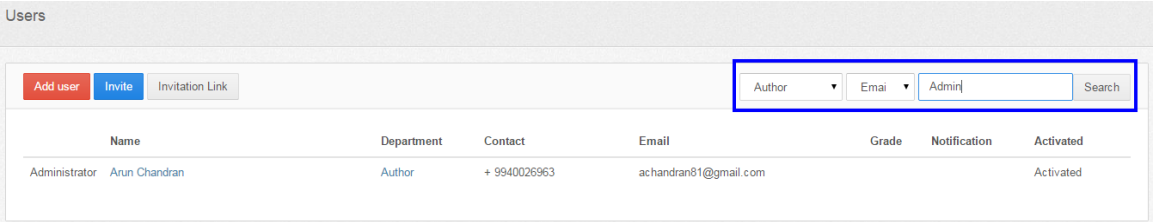
8.5.4. Search

This feature enables the users to locate specific information by selecting the search criteria.

1. Click the user name and select **Users**.

2. Select the search criteria from the dropdown list.

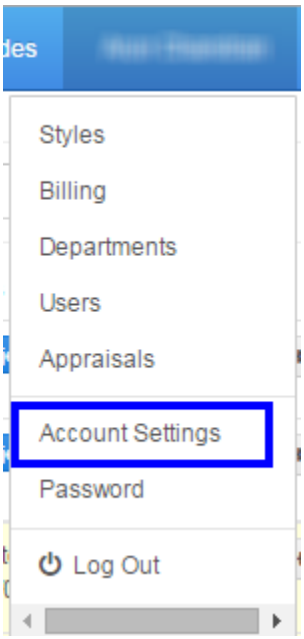
3. Enter the search term in the field and click **Search**.



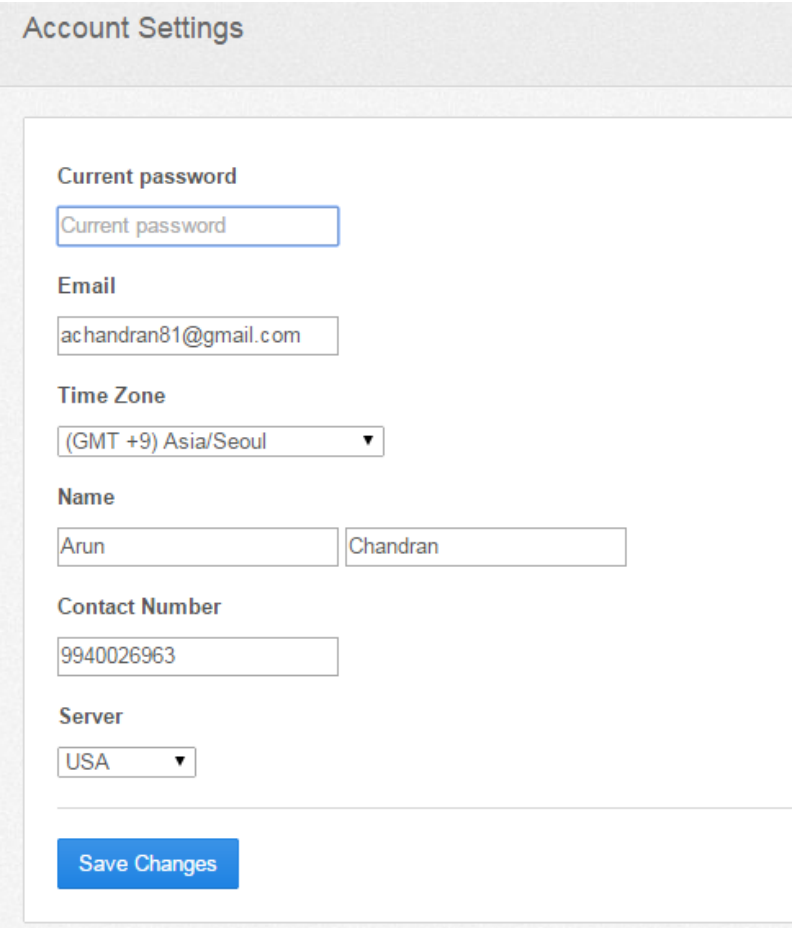
4. The results matching the search criteria are displayed.

8.6 Account Settings

1. Click the user name and select **Account Settings**.



2. The following page is displayed.

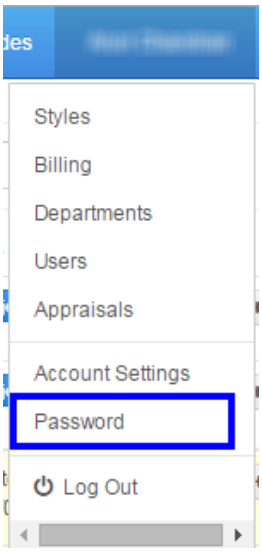


3. Modify the required details.

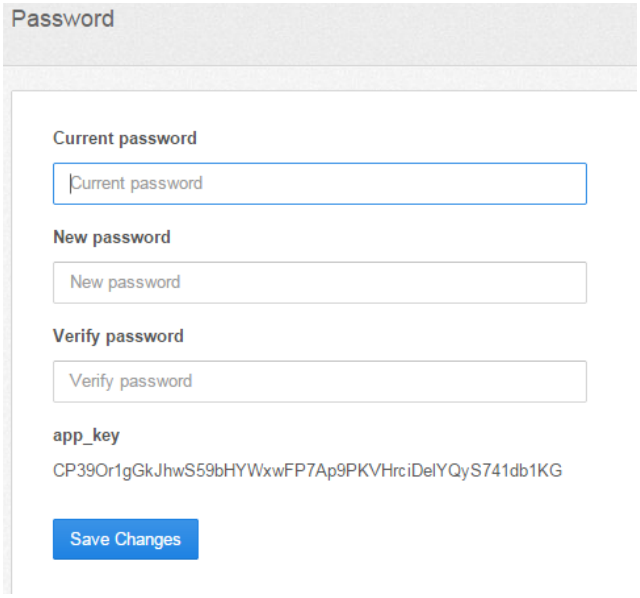
4. Click **Save Changes** to update the account settings.

8.7 Password

1. Click the user name and select **Password**.



2. The following page is displayed.



3. Enter the current password in the **Current password** field.
4. Enter the new password in the **New password** field.
5. Re-enter the new password in the **Verify password** field.
6. Click **Save Changes** to update the password.

8.8 Pricing Plan

This provides the various pricing plan options that are available with iMediaTrans.

1. Click **Pricing Plan**. The following page is displayed.

iMediaTrans v2.0
Price List
Basic Vimeo Video Hosting
DRM Only Without CDN
DRM With CDN
$4 Per Node
$8 Per Node
$16 Per Node
No security.
Video hosted privately on Vimeo business account.
Videos are not accessible by public.
Videos are protected by Microsoft PlayReady DRM.
Videos are protected by Microsoft PlayReady DRM.
However subtitlers who have access to the iMediaTrans project, with hacking abilities may be able to retrieve the original copy of the video to his/her own computer.
Subtitlers with hacking abilities will hardly be able to retrieve the original copy nor distribute streaming of the uploaded video.
Subtitlers with hacking abilities will hardly be able to retrieve the original copy nor distribute streaming of the uploaded video.
Vimeo offers global CDN (contents delivery network) for access from any country around the world.
Video is hosted on Amazon Web Services cloud.
Customer must specify region.
Video may not be easily accessible from parts outside the region since there is no CDN (contents delivery network) support.
Video is hosted on Amazon Web Services cloud.
Video is hosted on Amazon CDN (contents delivery network) for easy access from any part of the world
Video is stored 1 year since upload.
Video is stored 3 months since upload.
Video is stored 3 months since upload.

2. iMediaTrans provides the following types of plans:

    a. Basic Vimeo Video Hosting

    b. DRM Only Without CDN

    c. DRM With CDN

Refer Pricing Plan for more information